27uZb
920/21

THE LIBRARY OF THE UNIVERSITY OF ILLINOIS

Series XXV. No. 5

Bulletin of The University of Nebraska

ANNUAL CATALOG

OF THE

COLLEGE OF BUSINESS ADMINISTRATION

ANNOUNCEMENT

1920-21

Published by the University April 9, 1920

LINCOLN, NEBRASKA

The Bulletin of the University of Nebraska is published monthly in February, semi-monthly in March and December, semi-weekly in April, tri-monthly in August, and monthly in May and November of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress July 16, 1894.

Acceptance for mailing at special rate postage provided for in section 1103, Act of October 3, 1917, authorized July 18, 1918.

Series XXV. No. 5

Bulletin of The University of Nebraska

ANNUAL CATALOG

OF THE

COLLEGE OF BUSINESS ADMINISTRATION

ANNOUNCEMENT

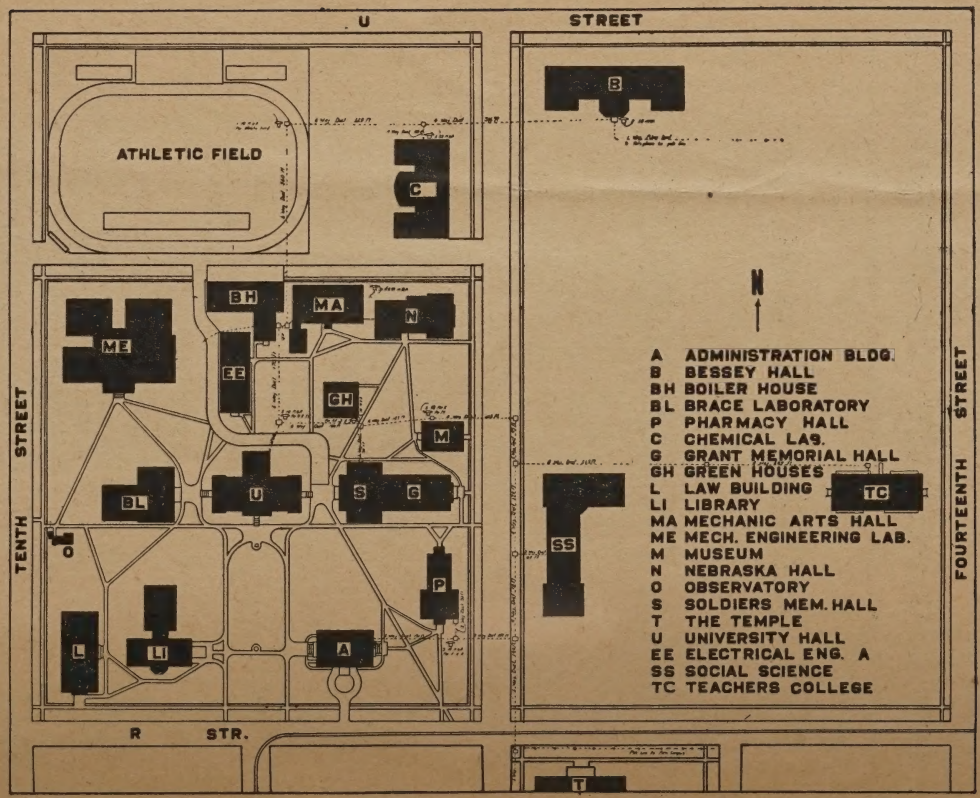
1920-21

Published by the University April 9, 1920

LINCOLN, NEBRASKA

The Bulletin of the University of Nebraska is published monthly in February, semi-monthly in March and December, semi-weekly in April, tri-monthly in August, and monthly in May and November of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress July 16, 1894.

Acceptance for mailing at special rate postage provided for in section 1103, Act of October 8, 1917, authorized July 18, 1918.


U STREET
ATHLETIC FIELD
B
C
BH
MA
N
ME
EE
GH
M
BL
U
S
G
O
P
L
LI
A
SS
TC
T
N
A ADMINISTRATION BLDG.
B BESSEY HALL
BH BOILER HOUSE
BL BRACE LABORATORY
P PHARMACY HALL
C CHEMICAL LAB.
G GRANT MEMORIAL HALL
GH GREEN HOUSES
L LAW BUILDING
LI LIBRARY
MA MECHANIC ARTS HALL
ME MECH. ENGINEERING LAB.
M MUSEUM
N NEBRASKA HALL
O OBSERVATORY
S SOLDIERS MEM. HALL
T THE TEMPLE
U UNIVERSITY HALL
EE ELECTRICAL ENG. A
SS SOCIAL SCIENCE
TC TEACHERS COLLEGE
TENTH STREET
FOURTEENTH STREET
R STR.

CITY CAMPUS

Social Science Building

THE UNIVERSITY

Colleges and Schools of the University. The University of Nebraska comprises the following colleges and schools:

The Graduate College.
The College of Arts and Sciences, including the School of Fine Arts.
The College of Agriculture.
The College of Engineering.
The College of Law.
The Teachers College.
The College of Medicine.
The College of Pharmacy.
The College of Business Administration.
The College of Dentistry.

The Teachers College High School, the School of Agriculture, the Nebraska School of Agriculture at Curtis; the Nebraska Agricultural Experiment Station, the Experimental Substations at North Platte, Valentine, and Scottsbluff, the Irrigation School at Scottsbluff, and the Agricultural Extension Service are also under the supervision of the Board of Regents of the University.

For separate catalogs or information regarding any of the above colleges or schools, address THE REGISTRAR.

The University of Nebraska
Lincoln, Nebraska

CALENDAR FOR 1920-21 OF ALL COLLEGES AND SCHOOLS

1920		
September 13-18	Monday-Saturday	Entrance examinations
September 15-18	Wednesday-Saturday	Registration, first semester
September 18	Saturday, 8 p. m.	University reception to all students
September 20	Monday	First semester classes meet
September 21	Tuesday, 11 a. m.	Opening address by the Chancellor
October 8	Friday	School of Agriculture, first semester begins
November 24	Wednesday, 12 m.	Thanksgiving recess begins
November 27	Saturday, 12 m.	Thanksgiving recess ends
December 7	Tuesday	Meeting of the Board of Regents
December 22	Wednesday, 6 p. m.	Christmas recess begins
1921		
January 5	Wednesday 8 a. m.	Christmas recess ends
January 6	Thursday	Meeting of the Board of Regents
January 17	Monday	School of Agriculture, second semester begins
January 22-29	Saturday-Saturday	First semester examinations
January 24-29	Monday-Saturday	Entrance examinations
January 26-29	Wednesday-Saturday	Registration, second semester
January 31	Monday	Second semester classes begin
February 14	Monday	Annual address before the Phi Beta Kappa and Sigma Xi societies
February 15	Tuesday	Meeting of the Board of Regents
March 26	Saturday, 12 m.	Spring recess begins
April 2	Saturday, 12 m.	Spring recess ends
April 12	Tuesday	Meeting of the Board of Regents
April 15	Friday	School of Agriculture Commencement
May 28-June 4	Saturday-Saturday	Second semester examinations
June 2	Thursday	Teachers College High School Commencement
Commencement Week		
June 4	Saturday	Final recommendations for degrees. Annual meeting of the Board of Regents
June 4	Saturday	Class Day. Alumni Day
June 5	Sunday	Baccalaureate Sermon
June 6	Monday	Fiftieth Annual Commencement
Summer Session 1921		
June 4	Saturday	Registration, Summer Session
June 6	Monday	Summer Session begins
1921-1922		
September 14	Wednesday	First semester begins

THE BOARD OF REGENTS

Members 1920	Term Expires
HON. JOHN ESCHLEMAN MILLER, President, Lincoln	1921
HON. EDWARD PROVOST BROWN, Davey	1921
HON. PHILIP LOUIS HALL, Lincoln	1923
HON. HARRY DeWITT LANDIS, Seward	1923
HON. FRANK WOODHULL JUDSON, Omaha	1925
HON. JOHN ROBINSON WEBSTER, Omaha	1925

James Stuart Dales, Secretary

OFFICERS OF ADMINISTRATION AND INSTRUCTION

The University

Samuel Avery, Ph.D., LL.D., Chancellor of the University.

James Thomas Lees, Ph.D., Provost of the University.

Florence Irwin McGahey, A.B., Registrar and University Publisher. *(Secretary of the Faculty.)*

The College

James Edward LeRossignol, Dean

Hartley Burr Alexander, Ph.D., Professor of Philosophy.

John Edwin Almy, Ph.D., Professor of Physics.

Leon Emmons Aylsworth, A.M., Professor of Political Science.

Nels August Bengtson, A.M., Professor of Geography and Conservation.

William Charles Brenke, Ph.D., Professor of Mathematics.

Philo Melvin Buck, Jr., A.M., Professor of English, and Dean of the College of Arts and Sciences.

Theodore Tunison Bullock, A.M., Assistant Professor of Economics and Business Law.

Howard Walter Caldwell, A.M., Professor of American History.

Dana Finley Cole, A.M., Assistant Professor of Accounting.

Clara Conklin, A.M., Professor of Romance Languages and Literatures.

Paul Conner, A.B., Instructor in Economics.

Carl Christian Engberg, Ph.D., Professor of Applied Mathematics and Executive Dean.

Horace Clyde Filley, A.M., Professor of Rural Economics.

Miller Moore Fogg, A.M., Professor of English.

Laurence Fossler, A.M., Professor of Modern Languages.

W. J. Hiller, A. B., Graduate Assistant in Actuarial Mathematics.

Clarence E. Hinds, A.B., Graduate Assistant in Money and Banking.

Edgar Lenderson Hinman, Ph.D., Professor of Logic and Ethics.

Winifred Florence Hyde, Ph.D., Professor of Psychology.

Paul Wesley Ivey, Ph.D., Professor of Marketing.

Guernsey Jones, Ph.D., Professor of English History.

John Emmett Kirshman, Ph.D., Associate Professor of Insurance and Finance.

James Thomas Lees, Ph.D., Provost (Ex-officio.)

James Edward LeRossignol, Ph.D., LL.D., Professor of Economics.

Fred W. Luehring, Ph.M., Professor of Physical Education and Athletics.

Oscar Ross Martin, A.M., Professor of Accounting and Business Administration.

John Owen Rankin, A.M., Associate Professor of Rural Economics.

Albert Alison Reed, A.M., Inspector of Accredited Schools and Professor of Secondary Education.

Charles August Robbins, Ph.M., LL.B., Professor of Law.

John Peter Senning, A.B., Associate Professor of Political Science.

Lucius Adelno Sherman, Ph.D., LL.D., Professor of English Language and Literature and Dean of the Graduate College.

Charles William Taylor, A.B., Principal of the Teachers College High School.

Fred Wilbert Upson, Ph.D., Professor of Chemistry.

George Olien Virtue, Ph.D., Professor of Economics and Public Finance.

Jacob Warshaw, Ph.D., Professor of Modern Languages.

Standing Committees

Course of Study: Professors LeRossignol (chairman), Bengtson, Ivey, Kirshman, Martin, Reed, Virtue, and the Provost.

Employment: Professors Bullock (chairman), Cole, Mr. Conner.

Advanced Standing: The Chancellor, the Dean, and the Inspector of Accredited Schools.

GENERAL INFORMATION CONCERNING THE UNIVERSITY ADMISSION TO THE UNDERGRADUATE COLLEGES OF THE UNIVERSITY

Credentials which are accepted toward admission to the University become the property of the University and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed at least two months before the beginning of any semester or session to insure prompt attention. Attention to this request will save applicants much inconvenience.

Admission to the University is gained only thru matriculation in one of the ten colleges, (the school of Fine Arts is included in the college).

Admission may be (1) to freshman standing, (2) to advanced standing, and (3) as adult special students.

The requirements for admission to each of the colleges vary only in a small degree except in the case of the College of Law, the College of Medicine, and the Teachers College. Students in the Teachers College are also matriculated in some other College of the University which grants the bachelor's degree.

For full admission to freshman standing applicants must present 30 entrance points, for conditional admission a minimum of 28 entrance points. *(An entrance point* indicates the work of five recitations a week, of 40 to 50 minutes each, for at least eighteen weeks. In laboratory courses an entrance point indicates three recitations and two double periods of laboratory work each week for at least eighteen weeks. In laboratory courses without recitation, an entrance point is the equivalent of fifteen single periods each week.)

Students admitted conditionally must remove the conditions at the earliest possible opportunity. Degrees will not be granted until such conditions are removed.

Advanced credit, in addition to that presented when admission is granted, to be accepted must be submitted for approval within one year from date of matriculation.

Admission by Examination

Admision may be had by certificate (a) from the secondary schools on the accredited list of the University and (b) from the secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of Accrediting Associations of equal rank.

Applicants, who are graduates from secondary schools accredited to the University, must file their "entrance cards" with the Registrar or indicate the name of the school and the year of graduation when applying for admission.

Applicants,who are not graduates from secondary schools accredited to the University must secure and file with the Registrar an officially certified record showing the length of time of attendance,

the length of each course in weeks, the number of recitations per week, the length of recitations and the grade secured, and also a recommendation from the Superintendent or Principal that the applicant be admitted before graduation.

Applicants from secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of Accrediting Associations of equal rank must secure and file with the Registrar an officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations per week, the length of recitations and the grade secured, and also whether or not the applicant is a graduate. *Graduates of the University Preparatory Course of the School of Agriculture* are admitted to full freshman standing in the College of Agriculture.

Entrance Subjects

All applicants, other than those mentioned above, for admission to the University are required to take entrance examinations. The High School Inspector holds such examinations during the entire week in which registration occurs.

Entrance Subjects

For admission to freshman standing credit in the following subjects to the amount indicated must be presented:

Required Subjects		Points
English		4
Language (foreign) (a)	4 to 6	10
Mathematics (algebra and geometry) (a)	6 to 4	
History (European)		2
Science (laboratory) (b)		2
Elective Subjects		
Other subjects taught in an approved manner in an accredited secondary school		12
Total		30

(a) Language and Mathematics—

College of Agriculture—Ten points of foreign language and mathematics are recommended with a minimum of four points in either, but, additional English, history or laboratory science may be offered in place of foreign language.

College of Arts and Sciences—Ten points of foreign languages and mathematics are required with a minimum of four points in either. In the Academic-Medical course Greek or Latin is recommended.

College of Engineering—Three points algebra and two points geometry are required. Additional English, history or laboratory sciences may be offered in place of foreign language.

College of Law—Same as for the College of Arts and Sciences, (except that in addition thirty college hours of academic work are required.)

College of Business Administration—Same as for the College of Agriculture.

College of Dentistry—Same as for the College of Arts and Sciences.

College of Medicine—Same as for the College of Arts and Sciences, except that Greek or Latin is recommended, (and in addition sixty college hours of academic work, including chemistry 12 hours, four of which shall be organic; a modern language 10 hours; physics 6 hours, 8 hours according to the definition of the association of American Medical Colleges; zoology 8 hours.)

College of Pharmacy—Ten points of foreign language and mathematics are required, with a minimum of four points in either.

Teachers College—Same as for the College of Agriculture or the College of Arts and Sciences, (and in addition twenty four college hours of academic work.)

(b) Science—

For entrance to the College of Agriculture both physics and chemistry are desirable, but either a full year of physics or of chemistry should be offered. Students offering only a half year of either cannot continue their study in the College without registering for the elementary course.

Admission to Advanced Standing

Applicants for admission from other universities or colleges must file with the Registrar (1) *a letter of honorable dismissal;* (2) *an officially certified statement of the college work already accomplished* showing the length of time in attendance, the length of each course in weeks, the number of recitations or lectures per week, the length of recitation or lecture, the amount of time per week in laboratory courses and the grade secured; (3) *an officially certified record of the secondary school work* satisfying the admission requirements of that College of the University which they seek to enter.

Full credit is given for work completed at institutions which maintain standards of admission and graduation equal to those of this University. Credits submitted from schools that do not have such standards are scaled or adjusted in proportion to the character and standing of such institutions. In every instance, however, the student must complete in residence, in the senior year, and in the college in which he is registered, at least thirty of the 125 hours for graduation.

Advanced credit, in addition to that presented when admission is granted, to be accepted must be submitted for approval within one year from date of matriculation.

Admission as "Adult Special" Students

Persons at least 21 years of age who cannot fulfill the regular admission requirements for freshman standing, but who present an equivalent academic training, or who have otherwise acquired adequate preparation for collegiate courses, may be admitted to the University as "Adult Specials". Such admission shall be approved by the Dean of the College which applicant desires to enter. Adult specials are subject to the same regulations as regular students in respect to military science or physical training or eventual graduation requirements.

Requirements for Graduation—General Statement

To obtain a Bachelor's Degree in any of the colleges of the University, except in Dentistry, Law, and Medicine, the student must complete and have credit for a minimum of 125 "credit hours". The student is recommended as a candidate for a degree when he is within 18 hours of graduation. Not more than 20 per cent of the student's

work below a grade of 70 per cent is credited on requirements for graduation. Other rules apply to the College of Medicine.

A "credit hour" represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitation, preparation or laboratory.

The Summer Session of the University of Nebraska is planned both to serve the needs of the teachers of the state, and to afford an opportunity to regular University students to shorten their residence at the institution. At present, the regular Summer Session extends over a period of twelve weeks divided into two terms of six weeks each, giving a maximum credit of six (6) hours for each term. Courses offered in the Teachers College High School give entrance credit only.

RULES AND REGULATIONS GOVERNING STUDENTS

The proper University authorities have established certain definite rules and regulations for the government of student conduct and activities within the University. Each student is expected to familiarize himself with these rules and is held responsible for compliance with their provisions. These rules and regulations are as follows

Registration

1. A candidate for admission to any of the colleges or schools of the University must forward his entrance credentials to the Registrar. This should be done at least two months in advance of the opening of the semester. Credentials submitted for evaluation become the property of the University and are retained in our permanent file as the basis on which statement of standing is given. On receipt and evaluation of the credentials the candidate will be informed of his standing and as soon as possible definite instructions regarding the various steps in registering will be mailed in order that the candidate may know in advance just what will be required of him when he presents himself for registration. Upon arrival at the University the candidate presents himself at the Registrar's office, Administration Hall 103 or elsewhere as directed, for instruction regarding registration. Registration is governed by certain regulations and restrictions in each College and School of the University, and those of the College the candidate expects to enter should be studied carefully before the work of registration is undertaken.

2. Each student[1] should register at the Registrar's office at the beginning of each semester on one of the days set apart for registra-

---

[1]Freshman schedules are arranged for the year. Their registration for the second semester is, in general, merely a formality consisting in the payment of the necessary fees.

tion. To promote prompt registration a fee of three dollars ($3) is charged a student, who, unless permitted to do so by the Registrar, for any reason seeks to register later. A fee of one dollar ($1.00) is charged for any re-registration which is made necessary by the student's fault. Any change whatever in registration once made, dropping or adding a study, is regarded as a re-registration.

3. All fees must be paid to the Secretary of the University before the registration is complete.

4. First or second year students (freshman or sophomore) may not register for more than five subjects (exclusive of drill or physical training). First year students may not register for more than 17 credit hours. Students above first year who have attained an average grade of 80 per cent during the previous year may register for a maximum of 18 credit hours. Credit is not given for work in excess of the maximum of 18 hours a semester, or for work pursued without registration at the time when pursuing the same. First or second year students may not register for more than one one-hour course (exclusive of drill and physical training) in any one semester; and third or fourth year students may not register for more than two one-hour courses in one semester.

5. A student who fails in a required subject must register for that subject again the first time it is offered. A student who is conditioned ("C") or incomplete ("I") in a subject must remove the condition or incomplete by the end of the first semester in which that subject is again offered, or it becomes a failure.

6. A student cannot attend a class for which he is not registered. The official certificate of registration, signed by the Registrar, is the only evidence of registration to be accepted from the student by an instructor. Credit is not granted for a subject pursued without registration.

7. Students are not allowed to change from one group of studies to another or from one college to another without written permission by the Dean of each College concerned. A student changing college must also pay a new matriculation fee of five dollars ($5).

8. A student who, by virtue of special circumstances, is allowed to register for less than the minimum twelve (12) hours required of regular students, receives this permission only for such time as the special conditions continue. Persons are not allowed to abuse the privilege of registering as special students to secure merely nominal membership in the University, either for social purposes or for any other reason.

9. Every detail of registration and record from the time the student leaves the high school until he graduates from the University, together with the interpretation of all the rules relating thereto and the publication of the same, are under the supervision of the Registrar, who is responsible directly to the Provost.

Military Science and Physical Training

10. Each undergraduate man in the University proper is required to receive military instruction during four semesters. Each man in the School of Agriculture shall receive military instruction during his attendance. Excuses from this requirement are granted to either class of students only on the grounds of conscientious scruples, physical disability, or other reasons equally valid. Such excuses shall be granted only upon written application to the commandant of cadets, in whom shall be vested the power to decide such cases. Such decisions may be appealed to the Executive Dean only on presentation by the student of a written statement from the commandant, containing the facts in the case and the reason for refusing to grant the excuse.

New students entering with 30 hours of advanced credit are excused from one year of Military Science (men) or Physical Education (women). Those entering with 60 hours are excused from both years of Military Science or Physical Education. Students over 25 years of age, and those taking not to exceed six hours in the University, are excused from drill and Physical Education. Military Science is not required from non-matriculated students attending the "short courses".

11. Those excused from Military Science, because of religious scruples, are required to do work in Physical Education equivalent in amount. Unless the student is excused or reprieved, this requirement must be fulfilled in the Freshman and Sophomore years. A student excused from this requirement (whatever the reason) must still, in order to graduate, obtain the full number of hours credit rerequired of other candidates for the degrees sought. Thoro drill elsewhere than at the University may, as in the case of any other study, on evaluation, be credited to a student in lieu of a like amount of military science at the University. Such credit by commutation, however, shall not exceed a total of four hours.

12. Regular attendance is required at all recitations, laboratory and field work.

13. Temporary leave of absence may be granted a student by the Dean of his College. This leave of absence is not an excuse from any work. Students not previously excused shall make request for excuse for absence within two weeks after the absence ceases.

14. Each unexcused absence in any subject may, in the discretion of the instructor, deduct three points from the student's semester grade in that subject.

(Other rules and regulations governing students are to be found in the general catalog of the University.)

Medical Advice and Service

The University maintains a department of medical advice and any student needing this should report at once to the physician in charge.

The medical dispensary is located in the building of the College of Pharmacy. Medical advice and dispensary service are free to all students of the University; drugs and medical supplies are furnished at cost. Inasmuch as this service is maintained without profit, but solely for the benefit of the students, the University cannot be held resposible for unforeseen or unexpected results. The chief function of the physician in charge is to act in a general advisory capacity, to look after minor injuries requiring immediate treatment, and to detect incipient ailments which may be a menace to the student's own health or to the health of others.

FEES AND EXPENSES

The incidental and matriculation fees will not be refunded in any case except when charged thru official error. Laboratory or tuition fees or any portion thereof will not be refunded to a student after the beginning of the fourth week from the date of his registration, and refund will be made only upon written application to the Registrar, stating reasons and approved by the chairman of the department concerned, presented at the time of withdrawal from class or from the University together with the receipt for fees issued by the Secretary. Except in extraordinary cases not more than one-third of the laboratory fees will be refunded after the student has attended the laboratory.

The Secretary does not cash personal checks for accommodation. Checks on personal accounts will be received when written for the amount of the fees only. Parents or guardians are advised to write checks for students' fees and their other expenses separately; if this is not done, students should deposit in local banks and give their own checks for the amount of fees. Misapprehension as to the amounts charged for fees is thereby avoided.

The schedule of fees in the College of Business Administration is as follows:

Matriculation (payable on entering each college) $5.00

Being statutory, this fee cannot be refunded except when collected in error. It is also charged any student changing membership from one College to another.

Incidental, each semester	$10.00
Late registration (after registration days	3.00
Re-registration (including change of registration)	1.00
Special examination, each course	1.00
Diploma, (undergraduate)	5.00
Diploma, in absentia (undergraduate)	15.00
Certificate	2.00
Laboratory fees, in science subjects elected from the College of Arts and Sciences, each	$1.00-$10.00

GENERAL INFORMATION CONCERNING THE COLLEGE OF BUSINESS ADMINISTRATION

(Confers the degree of Bachelor of Science in Business Administration)

Organization and Purpose—The School of Commerce was created by action of the Board of Regents in May, 1913, as a part of the College of Arts and Sciences, and, in 1919, by act of the State Legislature, it was transformed into the College of Business Administration. Its object is to provide for students preparing for business or similar lines of work, vocational training suited to their needs. Business is now, in its higher forms, as much a learned profession as theology, law, medicine, engineering, agriculture and other difficult and complicated arts, and demands of those who would rise from the ranks a thoro, scientific and practical training. Practical training is obtained chiefly in actual business experience, but theoretical and scientific education, with the broad view and large grasp so essential to the highest success, can best be obtained in the University.

Many occupations are open to those who have had such preparation. There is a large and increasing demand for highly efficient men and women in accounting, banking, insurance, journalism, transportation, manufacturing, domestic and foreign commerce; for experts in the Public Service, especially with the Federal Trade Commission, the Department of Labor, and the Consular Service; and for teachers of economics and business in high schools and colleges. In fact, it is hard to mention any field of business activity in which the demand for efficient service does not far exceed the supply. It is a question of the supply of officers for the industrial army, and those who aspire to places of trust must first go thru a long and arduous course of training.

GENERAL STATEMENTS

Building and Equipment—The College of Business Administration has commodious quarters in the new Hall of the Social Sciences, with the usual class-rooms and offices, a reference library, a very large accounting laboratory and a statistical laboratory, which is to be equipped with calculating machines for the classes in insurance, advanced accounting and statistics. The general University Library, with the special libraries of the various colleges and departments, offers excellent facilities for study and research.

Courses for Professional Economists—Students wishing to become teachers of Economics and Business in colleges and universities, or preparing for the Public Service, should consult with the Dean and other members of the Faculty as to the best preparation for such work. In general, it may be said that professional economists

require as a basis for their more special studies a considerable knowledge of English, Mathematics, European and American History, Foreign Languages, Physical Science, Political Science, Sociology, Philosophy and Law. In order to obtain this broad foundation students should take not more than a Major (18-30 hours) in Economics during their college course and should postpone some of their economic studies until their graduate years. A student cannot thoroly prepare himself for this work without a full college course of four years and a graduate course of three years leading to the Doctor's degree.

Courses for High School Teachers—Students in the College of Business Administration may, upon graduation, secure the Teachers College Diploma and the University Teachers Certificate or a First Grade State Certificate, by meeting the additional requirements of the Teachers College. Ordinarily, students preparing to teach commercial subjects are advised to take introductory economics and principles of economics, accounting and business law, with additional subjects acording to special needs.

Shorthand and Typewriting—As teachers of Business usually need a knowledge of Shorthand and Typewriting, students should, if possible, acquire the elements of these subjects before entering the College of Business Administration. For the benefit of those who have not had this preparatory training, courses in Shorthand and Typewriting are given in the Teachers College High School.

Accountancy—The courses in accountancy have been designed to meet the needs of three classes of students: those who wish to become business executives, those who wish to become professional accountants, and those who wish to become teachers of commercial subjects. The university is especially fitted to give the broad training essential to those entering the field of public accountancy, and the work has been so arranged as to meet all the requirements, aside from the required practical experience, of the examinations for the degree of Certified Public Accountant in the State of Nebraska and in other states.

Government Service—Students preparing for positions with the Federal Trade Commission, the Internal Revenue Service, the Interstate Commerce Commission, the Department of Labor, the Department of Commerce, the Department of State and other government departments should consult with the Dean or the Chairman of the Employment Committee as to their course of study. In general, those preparing for government service at home should have a thorough training in economics, accounting, statistics and political science, while those expecting to enter the consular or the diplomatic service should have a knowledge of foreign languages, economic geography, foreign trade, international law and finance.

Municipal and Corporate Management—In preparation for work of this character students should give special attention to accountancy, business law, business organization, public finance, corporation finance, statistics, marketing and labor problems.

Foreign Trade—The courses in foreign trade, and trade policies are supplemented by the courses in business law, international law, foreign relations and diplomacy. Students interested in Latin American trade will find special courses that will serve their needs in the departments of Modern Languages, Geography, Political Science and History.

Commercial and Investment Banking—Students preparing for work in banks or investment companies should have a broad training in business subjects and a more special knowledge of accounting, theoretical and practical banking, corporation finance, investments, the money market and business law. Certain courses in geography and agriculture will be found useful, especially for country bankers, while those intending to practice banking abroad should follow the courses recommended for foreign trade.

Insurance—Actuarial work in life insurance, rating in fire insurance, special agency work, and administrative positions in home offices are among the many branches of insurance calling for men trained to fill them. Students will find a knowledge of economics, law, finance, investment, statistics, salesmannship and the mathematics of insurance almost indispensable for this work. Practice in the use of calculating machines may be had in the statistical laboratory.

Secretarial Work—For this work, which is especially suited to business women, a thorough command of English is perhaps the most essential requisite, and a knowledge of books, magazines, reports and other sources of information is also very desirable. Shorthand, typewriting, accounting, banking, finance, business law and business organization are among the subjects recommended for a course of training going beyond mere office routine.

Chamber of Commerce Secretarial Service—Chambers of Commerce in towns and cities all over the country are endeavoring to better the communities in which they are located. In order to accomplish this desirable end, trained organizers with specialized business and municipal knowledge are demanded. A knowledge of transportation, advertising, retailing, manufacturing, town surveys, industrial promotion, trade extension, charities and municipal government provides the chamber of commerce secretary with the necessary equipment to successfully cope with the many complicated problems that are presented to him for solution.

Educational Directorship—Large retail stores, banks and other institutions of a similar character are beginning to realize the necessity of education for their employees. The officials of such concerns

do not have the time nor the training to develop their organizations into effective working units. An opportunity exists in these institutions for someone with comprehensive business knowledge and a sympathetic personality who will train the employees in the technique of their profession, as well as eliminate friction between the different departments of the organization. The possibilities in this field are unlimited and thus far have only been touched.

Sales Organization and Management—The pressure of production on markets is compelling manufacturers to organize sales departments rather than to market their goods through customary channels. Training for sales management is secured through courses in marketing, advertising, salesmanship, accounting, business organization and management, and the broad field of work with which these courses are correlated.

Merchandising—For the student who desires to enter either wholesale or retail merchandising, the following basic courses are provided: transportation, insurance, investments, money and banking, business law, accounting, business organization and management, marketing, merchandising, advertising, salesmanship and sales-management. These courses, representing different phases of economic activity, are inter-related, and have a direct bearing on present-day developments in the marketing of manufactured goods.

Commercial Engineering—Because of the increasing demand for engineers of business training and experience, the College of Engineering, in cooperation with the College of Business Administration, offers a fifth year of work additional to the four year engineering groups. The completion of this fifth year of work entitles the engineering graduate to the degree of Bachelor of Science in Commercial Engineering. Students in the College of Business Administration, also, may find some of the courses in engineering of special value and are referred for further information to the catalog of the College of Engineering.

Advertising—This rapidly expanding field has extensive possibilities for both men and women. The narrow copy-writer is gradually being displaced by the more versatile. A liberal training in business and allied subjects gives the background necessary for effective copy-writing, as well as the ability to comprehend business organization which is so necessary for the advertising manager.

Committee on Employment—As the College of Business Administration is constantly receiving calls for persons with University training to fill administrative positions in business concerns of all kinds and to serve as teachers of commercial subjects in high schools and colleges, a special committee of the faculty has been appointed to assist students in securing desirable positions upon graduation, as well as to keep such students informed after graduation of positions

The University Commercial Clubs—The University Commercial Club is an organization of students which seeks to occupy a place in the University similar in many respects to that of commercial clubs in their respective localities. Meetings are held once a week. All men registered in the College of Business Administration are eligible to membership.

The Business Woman's Club is open to women taking courses in economics and business and thru associate membership to all women preparing for work outside of the home. One object of the club is to furnish information thru lectures and papers as to openings for women in all lines of work. Meetings are held every two weeks.

Alpha Kappa Psi is a national society organized to foster scientific research in the fields of Commerce, Accounts and Finance.

Special Lectures—In connection with many of the courses and with the meetings of the University Commercial Club, business men of Lincoln, Omaha, and other parts of the state have been invited to give special lectures on the more practical side of the work, such as practical banking, insurance, advertising, salesmanship, special problems in private and public accounting. In this way the more theoretical work of the class room is brought into close relation with the more practical aspects of business life.

ORDER OF SUBJECTS PRESCRIBED FOR GRADUATION

FIRST YEAR	First Semester Hours	Second Semester Hours
English 1, 2	2	2
Military Science (Men) or Physical Education 51, 52 (Women)	1	1
Foreign Language	5	5
Mathematics or Science[1]	3	3
Economics 3, 4 or Geography 71, 72	2	2
Economics 5, 6	3	3
	16	16
SECOND YEAR		
English 11, 12 or 21, 22	3	3
Military Science (Men) or Physical Education 53, 54 (Women)	1	1
Science or Mathematics	3	3
History	3	3
Economics, 11, 12	3	3
Economics 31, 32[2]	2	2
Economics 21, 22 or approved electives	2	2
	17	17

[1]Students are advised to take Mathematics in the first year.

[2]Students desiring to take a second year of Language may defer Economics 31, 32 to the third year.

THIRD YEAR

	First Semester Hours	Second Semester Hours
Political Science	3	3
Economics 161, 162	3	3
Economics 141, 142	2	2
Economics 101, Philosophy	3	5
Approved Electives	3	2
	14	15

FOURTH YEAR

Economics 181 or 185, 122 or 182	3	3
Economics 105 or 171, 106 or 125	3	3
Approved Electives	9	9
	15	15

COURSES OF INSTUCTION

Economics and Commerce

Junior Division Courses

3. **Introduction to Economics and Commerce**—Freshman course. A preliminary survey of the subject, designed to give the student a knowledge of the structure and functions of the various business institutions and the essentials of domestic and foreign commerce. Attendance 2 hours, preparation 4, credit 2. First semester.

Mr. Ivey, Mr. Bullock, Mr. Conner

4. **Introduction to Economics and Commerce**—Course 3 continued. Second semester.

5. **Principles of Accounting**—Introductory course designed to furnish such a knowledge of accounting as will be of value to the business executive and will also serve as a foundation for the work of the professional accountant. Attendance 2 hours, laboratory 3, preparation 4, credit 3. First semester. Mr. Cole

6. **Principles of Accounting**—Course 5 continued. Second semester.

11. **Principles of Economics**—Study of the basic facts and principles of economic life in their application to private and public welfare, laws of production, exchange, distribution and consumption of wealth. Attendance 3 hours, preparation 6, credit 3. First semester.

Mr. Virtue, Mr. Kirshman, Mr. Bullock, Mr. Conner

12. **Principles of Economics**—Course 11 continued. Second semester.

13. **Principles of Economics**—For engineering students only. Attendance 2 hours, preparation 4, credit 2. First semester.

14. **Principles of Economics**—Course 13 continued. Second semester.

21. **Economic History of the United States**—Colonial industries and commerce; economics of the Revolution; struggle with the mercantile system; history of basic industries to about 1860. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Virtue

22. **Economic History of the United States**—Course 21 continued. Westward expansion; land policy and our agricultural development; farmers' movements: transportation; rise of corporations and trusts; the labor problem; American shipping. Attendance 2 hours, preparation 4, credit 2. Second semester. Mr. Virtue

31. **Marketing**—A brief survey of the marketing of raw materials; a detailed analysis of the distribution of manufactured products; selling agencies, their organization, functions and problems; substitutes for the middleman; special marketing problems; critique of present marketing system. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Ivey

32. **Marketing**—Course 31 continued. Second semester.

Senior Division Courses

Prerequisite for all Senior Division Courses: Courses 11 and 12.

101. **Money and Banking**—History and theory of money and banking; paper money issues of Europe; prevention of inflation; gold movements; foreign exchange rates; war banking; Chinese currency reform; gold-exchange standard; Federal Reserve Act. Attendance 3 hours, preparation 6, credit 3. First semester.

102. **Practical Banking**—A course in banking practice, treating of the actual operations of the various departments of a bank. Loans, collateral, domestic and foreign exchange, bank accounts, advertising, and collections. Attendance 3 hours, laboratory 2, preparation 4, credit 3. Second semester.

105. **Corporation Finance**—Financial policy of industrial and other corporations; promotion; capitalization in theory and practice; determination and disposal of net income; surplus and reserve; receivership and reorganization; analysis of accounts and reports. Attendance 2 hours, preparation 4, credit 2. First semester.

Mr. Kirshman

106. **Investment and the Money Market**—Principles and individual problems in investment; stocks and bonds of public utility, industrial, and mining corporations; mortgages; public bonds; the money market; international investments; speculation; rating of securities. Attendance 2 hours, preparation 4, credit 2. Second semester.

Mr. Kirshman

108. **Trust Problems**—Rise and development of trusts; large-scale production and monopoly in relation to the formation of trusts; dangers from their unrestricted operation; remedies; Federal and state anti-trust laws and decisions. Attendance 2 hours, preparation 4, credit 2. Second semester. Mr. Kirshman

109. **Economic Crises**—Comparative study of crises from the seventeenth century to the present. Theory of crises; transmission of crises from country to country; fluctuation in investment, bank items, and prices; business barometrics. Attendance 2 hours, preparation 4, credit 2. First semester. *(Not given in 1920-1921.)*

111. **Fire Insurance**—History and economics of fire insurance; analysis of hazard; determination of the rate; organization of companies and agencies; the standard policy; coinsurance and reinsurance; loss adjustment; finances of companies; public regulation; Nebraska code and practice. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Kirshman

112. **Life Insurance**—History of life insurance; insurance administration; governmental control; methods of computing premiums; organization and management of agencies; taxation; comparative study of policy contracts. For the mathematical basis of insurance see Mathematics 42. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Kirshman

116. **Statistics**—Theory, preparation and interpretation of statistics; kinds of averages and their uses; frequency curves; the normal curve of distribution; correlation; accuracy; graphic methods. Attendance 2 hours, laboratory 2, preparation 2, credit 2. Second semester. *(Not given in 1920-1921.)*

120. **Tariff History of the United States**—Relation of the tariff to industry and trade; tariff systems of other countries; protection and free trade; reciprocity agreements; selected industries in relation to tariff legislation; tariff adminstration. Attendance 2 hours, preparation 4, credit 2. Second semester. *(Not given in 1920-1921.)* Mr. Virtue

122. **International Trade and Trade Policies**—Historical sketch of modern commerce; present trade of leading nations; theory of international trade; commercial policies; agencies for promoting foreign commerce; organization of ocean shipping; relation between war and commerce. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Virtue

124. **Financial History of the United States**—Financial operations of the Federal government since 1789; sources of Federal revenue and objects of expenditure; financial management in time of war; the public debt; evolution of monetary and banking systems. Attendance 3 hours, preparation 6, credit 3. Second semester. *(Not given in 1920-1921.)* Mr. Virtue.

125. **Railway Economics**—The transportation system; the railway services; relations between carriers; competition, cooperation, pools; financial methods; theory and practice of rate-making; regulation by state and federal governments; war administration; post-war readjustments. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Virtue

131. **Advertising**—The theory, practice and technique of advertising; its relation to the market and marketing methods; media. Assignments given in the formulation of campaigns, writing copy, designing layouts, selecting color and type. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Ivey

132. **Advertising**—Course 131 continued. Second semester.

136. **Salesmanship and Sales Management**—Wholesale, retail and specialty salesmanship. A study of different types of customers and their buying motives; the relationships of merchandise; the mental law of sale; meeting objections; selling by suggestion; sales campaigns. Demonstration sales. Attendance 2 hours, preparation 4, credit 2. Second semester. Mr. Ivey

141. **Business Organization**—Study of the underlying principles of organization and management and their application in various types of business undertakings. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Martin

142. **Business Organization**—Course 141 continued. Second semester.

151. **Cost Accounting**—Essential features of accounting for manufacturing concerns with particular reference to the securing of unit costs and the application of cost data in plant management. Prerequisites: Courses 5 and 6. Attendance 2 hours, laboratory 3, preparation 4, credit 3. First semester. Mr. Cole

153. **Advanced Accounting**—Advanced theory of accounting with practice in the solution of problems selected from C. P. A. examinations. Valuation of assets; capital vs. revenue expenditures; good-will; depreciation; reserves and reserve funds; sinking funds. Prerequisite: Course 6. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Martin

154. **Advanced Accounting**—Course 153 continued. Realization and liquidation accounts; insolvency accounts; executorship and trustee accounts; governmental accounting; insurance company accounts, and similar topics. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Martin

155. **Auditing**—Duties and responsibilities of an auditor; the methods of conducting various kinds of audits; the preparation of the auditor's report; the auditor's certificate; special problems in the audit of different kinds of business undertakings. Prerequisite: Course 154. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Martin

161. **Business Law**—Contracts, including mistake, fraud, duress, and capacity of parties; sales and mortgages of personal property; bailments. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Bullock

162. **Business Law**—Course 161 continued. Negotiable instruments; suretyship and guaranty; agency; partnership; private corporations; bankruptcy. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Bullock

164. **Business Law**—Study of the law relating to particular kinds of business. Open to a limited number of senior students. Credit 1 hour. Second semester. Mr. Bullock

171. **Public Finance**—Principles of public finance; public expenditures; sources of revenue; nature of the taxing power; tax systems of leading countries; the income tax; financial administration; the budgets; public debts; war finance. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Virtue

172. **Public Finance**—Course 171 continued. State and local taxation. The course deals mainly with revenue problems in Nebraska and other states; movement for tax reform; the Single Tax. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Virtue

181. **Labor Problems**—History of the labor movement in Europe and America; theory of wages; methods of remuneration; migration; rise and fall of wages; labor legislation; labor and the war. Attendance 3 hours, preparation 6, credit 3. First semester. *(Not given in 1920-1921.)* Mr. LeRossignol

182. **Methods of Industrial Peace**—Organization of employers and laborers; strikes and settlement of disputes; trade agreements; voluntary and compulsory arbitration; experience of New Zealand, Australia and Canada. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. LeRossignol

185. **Socialism**—History of socialistic thought before the French Revolution; Utopian theories of Owen, Saint-Simon, Fourier; anarchistic theories of Proudhon and Bakunin; Karl Marx and other German socialists; syndicalism; the I. W. W.; bolshevism. Attendance 3 hours, prepartion 6, credit 3. First semester. Mr. LeRossignol

191. **Advanced Economics**—Review of economic theory, together with a history of economic thought, ancient, medieval and modern; recent economic theories in relation to industrial conditions. Attendance 2 hours, preparaton 4, credit 2. First semester. Mr. LeRossignol

192. **Advanced Economics**—Course 191 continued. Second semester.

Graduate College Courses

201. **Economic Seminar**—Intensive study of selected subjects under the personal direction of members of the Faculty. Reports of investigations by students and Faculty. General discussion and criticism. Open to graduates and other advanced students. Credit 1 to 3 hours. First semester. Mr. LeRossignol

202. **Economic Seminar**—Course 201 continued. Second semester.

The following courses chosen from several departments of the University include subjects required in the College of Business Administration, as well as recommended electives. Students may elect still other approved courses in addition to the college requirements.

English

1. **English Composition**—Instruction and practice in elementary composition. Themes, conferences. Attendance 2 hours, preparation 4 credit 2. First and second semesters.

The Teaching Staff

2. **English Composition**—Course 1 continued. First and second semesters.

11. **Business English**—Second year course for students in the College of Business Administration only. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Weseen

12. **Business English**—Course 11 continued. Second semester.

21. **English Literature**—An introductory course in criticism. Designed to develop a sense of values, and an appreciation of the best literature. Literary elements and principles, with assisted study of modern poetry and prose. Attendance 3 hours, preparation 6, credit 3. First and second semesters. Mr. Buck, Mr. Stuff, Mr. Scott

22. **English Literature**—Course 21 continued. Literary elements and principles, continued; short story, dramatic monologue, and poetry and prose. First and second semesters.

Geography

61. **General Geography**—Designed as an introductory course in Geography for prospective teachers. Illustrated. References assigned. Attendance 2 hours, laboratory 2, preparation 2, credit 2. First semester. **(Summer session, Miss Anderson.)**

Mr. Bengtson, Lecture
Miss Anderson, Laboratory

63. **Geography of the Land**—Covers the elements of physical geography especially with respect to the land and its agricultural and industrial relations. Illustrated. References assigned. Attendance 2 hours, laboratory 2, preparation 2, credit 2. First semester.

Mr. Bengtson, Lecture
Miss Anderson, Laboratory

64. **Geography of North America**—A regional study embracing the political divisions of the continent. Treatment of relief, drainage, climate, resources and industries. Offers a geographic basis for the interpretation of American history. Illustrated. Attendance 2 hours, laboratory and library 4, credit 2. Second semester. (**Summer Session, Miss Anderson.**)

Mr. Bengtson, Lecture
Miss Anderson, Laboratory

71. **Economic Geography**—Covers geographic distribution of the principal mineral resources and the development of industries directly dependent upon them. Special attention given coal, petroleum, natural gas, iron and steel, potash and water power. Illustrated. Attendance 2 hours, preparation 4 to 7, credit 2 or 3. First semester. Mr. Bengtson

72. **Economic Geography**—Deals with the non-mineral group, especially the wheat, corn, sugar, cotton, sheep and wool, and cattle industries. The geographic factors affecting the trade movements of food and textiles are emphasized. Illustrated. Attendance 2 hours, preparation 4 to 7, credit 2 or 3. Second semester.

Mr. Bengtson

164. **Geography of Nebraska**—Structure, relief, resources and industries of the state. Illustrated. Attendance 2 hours, preparation 4, credit 2. Second semester. (**Summer session, Miss Anderson**).

Mr. Bengtson, Miss Anderson

167. **Geography of Europe**—A regional study of the European countries emphasizing relief, climate, resources, and industrial development. Special attention to geographic problems made prominent by the Great War. Fundamental in interpretation of European history. Lectures illustrated. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Bengtson

168. **Geography of South America**—Considers physiography, climate, resources and industries of the South American countries. Emphasis placed on trade relations. Attendance 2 hours, credit 2 or 3, depending on time and results. Second semester.

Mr. Bengtson

History

3. **Formation of a World Society**—A survey of European History from the earliest times, including the outlines of historical method. Attendance 3 hours, preparation 6, credit 3. First semester.

Mr. Fling

4. **Formation of a World Society**—Course 3 continued. Second semester.

7. **English History to 1603**—Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Jones

8. **English History after 1603 to the Present Time**—Attendance 3 hours, preparation 6, credit 2. Second semester. Mr. Jones

9. **American History to 1688**—Discoveries, explorations, and colonial evolution of the Spanish, French, Dutch and English in America. Attendance 3 hours, preparation 6, credit 3. First and second semesters. Miss Reynoldson

10. **American History from 1689 to 1789**—Development of British imperial policy; French-English struggle for North America; British change of colonial policy after 1763; revolution, independence and constitutional evolution. Attendance 3 hours, preparation 6, credit 3. First and second semesters. Mr. Cochran

Mathematics

11. **Algebra**—Prerequisite: Four points high school credit. Attendance 3 hours, preparation 6, credit 3. First and second semesters.

12. **Trigonometry**—Prerequisite: Course 11 or proficiency in Algebra thru logarithms. Attendance 3 hours, preparation 6, credit 3. First and second semesters.

40. **Theory of Investments**—Interest, annuities, amortization, valuation of bonds, etc. Prerequisite: Course 11. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Brenke

41. **Mathematical Theory of Insurance**—Different kinds of insurance, morality, interest, investments, annuities, probability, probabilities of life, expectation, net premiums, expenses, loading, commutation columns, valuation, settlements, surplus, state supervision, etc. Prerequisite: Course 11. Attendance 3 hours, preparation 6, credit 3. First or second semester.

42. **Mathematical Theory of Insurance**—Course 41 continued.

43. **Mathematical Theory of Statistics**—Averages, graphical representation of statistics, frequency curves, correlation, smoothing of statistics, with applications to statistical problems in biology, econemics, and physics. Prerequisite: Course 2 or 14. Attendance 3 hours, preparation 6, credit 3. First semester.

Military Science and Tactics

Freshman year, courses 1 and 2 (28 units). Credit 2 hours.

Sophomore year, courses 3 and 4 (28 units). Credit 2 hours.

Modern Languages

1. **Beginning French**—Grammar, pronunciation, reading. Attendance 5 hours, preparation 10, credit 5. First and second semesters.

2. **Beginning French**—Course 1 continued. Grammar, conversation and reading of such texts as Labiche (Voyage de M. Perrichon), Hugo (La Chute), Daudet (Tartarin de Tarascon). Attendance 5 hours, preparation 10, credit 5. First and second semesters.

51. **Beginning Spanish**—Grammar. Conversation and easy readings. Attendance 5 hours, preparation 10, credit 5. First and second semesters.

52. **Beginning Spanish Continued**—Reading of such texts as Vital y Aza (Zaragueta), Alarcon (El Capitan Veneno), Quintero (Dona Clarines). Attendance 5 hours, preparation 10, credit 5. First and second semesters.

53. **Second Year Spanish**—Reading of such texts as Galdo's (Marianela), Valdes (Jose), Isaacs (Maria). Attendance 3 hours, preparation 6, credit 3. First semester.

Mr. Alexis, Section I
Mr. Green, Section II.

54. **Second Year Spanish**—Course 53 continued. Second semester.

53a. **Composition. Conversation and Introductory Correspondence**—Special attention will be paid to elementary commercial correspondence with reference to Spanish America. The ability to use Spanish orally and in writing will be emphasized. Attendance 2 hours, preparation 4, credit 2. First and second semesters.

Mr. Warshaw, Mr. Green

54a. **Composition**—Course 53a continued. Second semester.

71. **Beginning German**—Careful and thoro study of the fundamentals of the language, grammar and easy readings. Attendance 5 hours, preparation 10, credit 5. First semester. Miss Heppner

72. **Beginning German**—Course 71 continued. Grammar and reading studies continued. Composition exercises. First and second semesters.

Philosophy

100. **Introductory Psychology**—Prerequisite to any other Senior Division or Graduate course in Psychology offered by the Department. Attendance 5 hours, laboratory 4, preparation 6, credit 5. First and second semesters. Miss Hyde

104. **Applied Psychology**—Applications (as chosen by the student) to medicine, law, the ministry, social service, commerce, etc. Attendance 2 hours, preparation 4, credit 2. Second semester. Miss Hyde

121. **Elementary Ethics**—The principles of morals in the light of the great historical philosophies of life, and of such modern sciences as biology, psychology and sociology. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Hinman

122. **Practical Ethics**—Problems of individual and social conduct and bearing of ethical principles upon everyday life. Normally a continuation of course 121, but may be taken without it. Attendance 3 hours, preparation 6, credit 3. Second semester.

Mr. Hinman

Political Science and Sociology

153. **Municipal Government**—Organization and administration of cities in the United States with some European comparisons; growth of cities; city home rule, council and mayor, commission government,

city managers, taxation and finance, etc. Prerequsite: One course in Political Science or equivalent. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Aylsworth

163. **Latin-American Political Institutions**—Study of the governments as organized at present, with historical survey of their origin, and consideration of the contemporary politics of Latin-American republics. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Senning

164. **Social and Economic Legislation**—Consideration of constitutionality, the public policy prompting such legislation, and the principles of social and economic progress upon which it is based. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Senning

165. **American Diplomacy**—The genesis of present diplomatic service, how organized and how it functions; the treaty making power; the methods and traditional principles of the foreign policy of the United States; diplomatic controversies with foreign powers; the United States as a world power. Attendance 3 hours, preparation 6, credit 3.

Rural Economics

1. **Farm Documents**—The legal phases of farm business. Contracts, leases, deeds, mortgages, abstracts, negotiable instruments and other legal papers. The Nebraska laws and decisions relating to fences, irrigation, drainage and numerous other farm topics. Open to all but freshmen. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Rankin

2. **Farm Accounts**—A practical system of cost accounts for the farmer. Income determined as required by the income tax law. Open to all but freshmen. Laboratory 4 hours, preparation 2, credit 2. Second semester. Mr. Medlar

3. **Farm Organization**—Factors which influence farm profits. Types of farming and their adaptation to different regions, size of the farm unit, capital, labor, systems of land tenure, maintenance of soil fertility, cropping systems, the farmstead, field arrangements. Open to all but freshmen. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Medlar

4. **Rural Economics Seminar**—Prerequisite, courses 3, 11, 16 or 17. Each student investigates and reports upon some particular problem. Credit 1 to 5 hours. Second semester. Mr. Filley, Mr. Rankin, Mr. Medlar

11. **Marketing of Farm Products**—The fundamentals of marketing. Topics studied include cost of marketing, produce exchanges, price quotations, future trading, inspection and grading, methods of

sale and transportation. Marketing of cereal crops is studied in detail. Open to juniors and above. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Filley

12. **Marketing of Farm Products**—Course 11 continued. The marketing of live stock and live stock products is studied in detail. Different types of animals are traced from the farm to the consumers' table. The latter part of the semester is devoted to a study of the retail store. Attendance 2 hours, preparation 4, credit 2. Second semester Mr. Filley

13. **Special Methods in Teaching Farm Organization and Accounting**—Adaptation of material to secondary school conditions. Study of Farm Management problems for high schools. Text books, supplementary literature and teaching methods. Attendance 2 hours, preparation 4, credit 2. First semester. Mr. Medlar

16. **Rural Economics**—A study of economic problems which Nebraska farmers must meet; forms of land tenure, rural credit, farm insurance, labor, transportation, taxation. Prerequisite: Economics and Commerce course 11. Required for teachers of agriculture under the Smith-Hughes Act. Attendance 3 hours, preparation 6, credit 3. Second semester. Mr. Rankin

17. **Rural Sociology**—An application of the principles of sociology to Nebraska farm problems; material basis of the farmer's social life, social organization, farm population, health, sanity, morality, politics, churches and schools. Open to juniors and above. Required for teachers of agriculture under the Smith-Hughes Act. Attendance 3 hours, preparation 6, credit 3. First semester. Mr. Rankin

Primarily for Graduates

7. **Farm Management Survey**—Prerequisite: Courses 3 and 4. Field work, tabulation and analysis of data. Field work may be done during vacation. Admission by consent of the instructor. Credit 1 to 5 hours. First semester. Mr. Filley

8. **Farm Management Survey**—Course 7 continued. Second semester.

C
N27uZb
1921/22

THE LIBRARY
OF THE
UNIVERSITY OF ILLINOIS

SERIES XXVI NO. 5

Bulletin of The University of Nebraska

ANNUAL CATALOG

OF THE

COLLEGE OF BUSINESS ADMINISTRATION

ANNOUNCEMENT
1921-22

Published by the University March 7, 1921

LINCOLN, NEBRASKA

The Bulletin of the University of Nebraska is published monthly in November, semi-monthly in May, tri-monthly in February, weekly in March and semi-weekly in April of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress July 16, 1894.

Acceptance for mailing at special rate postage provided for in Section 1103, Act of October 3, 1917, authorized July 18, 1918.

SERIES XXVI NO. 5

Bulletin of The University of Nebraska

ANNUAL CATALOG

OF THE

COLLEGE OF BUSINESS ADMINISTRATION

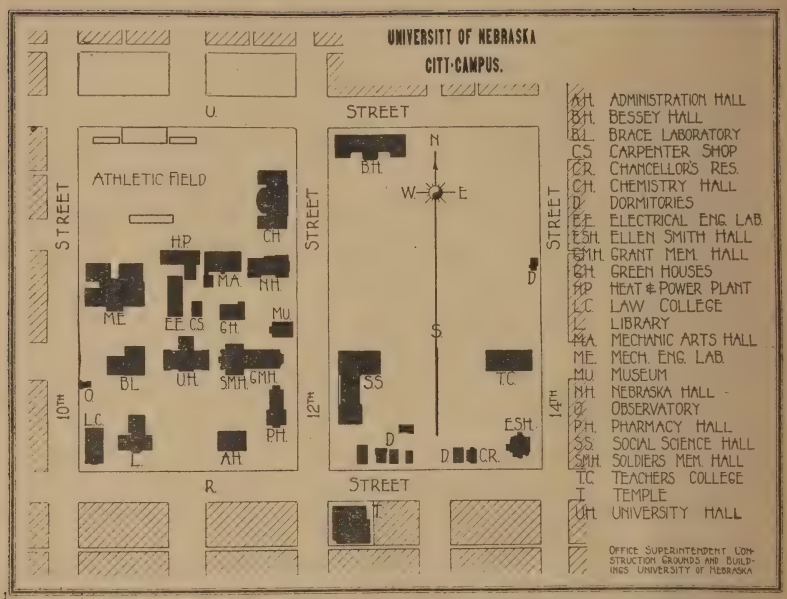
ANNOUNCEMENT
1921-22

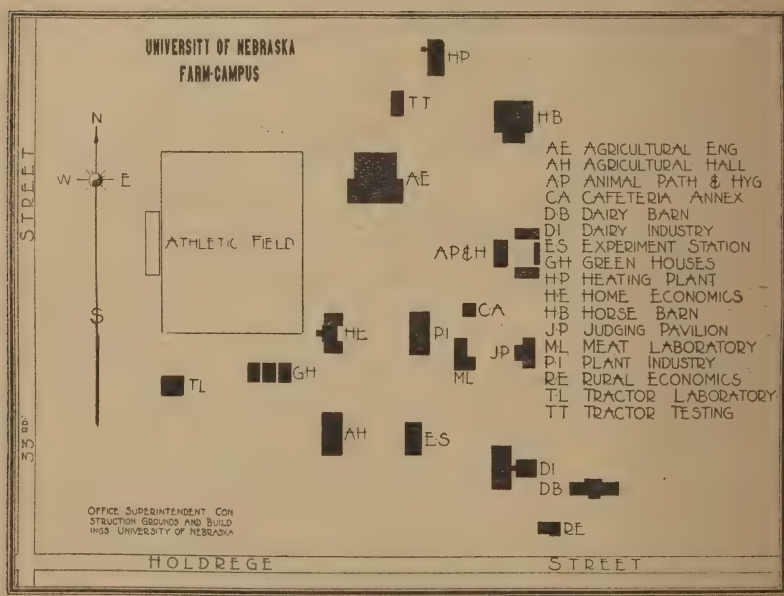
Published by the University March 7, 1921

LINCOLN, NEBRASKA

The Bulletin of the University of Nebraska is published monthly in November, semi-monthly in May, tri-monthly in February, weekly in March and semi-weekly in April of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress July 16, 1894.

Acceptance for mailing at special rate postage provided for in Section 1103, Act of October 3, 1917, authorized July 18, 1918.


UNIVERSITY OF NEBRASKA
CITY-CAMPUS.
U. STREET
R. STREET
10TH STREET
12TH STREET
14TH STREET
ATHLETIC FIELD
N
W
E
S
AH. ADMINISTRATION HALL
BH. BESSEY HALL
BL. BRACE LABORATORY
CS CARPENTER SHOP
CR. CHANCELLOR'S RES.
CH. CHEMISTRY HALL
D DORMITORIES
EE. ELECTRICAL ENG. LAB.
ESH. ELLEN SMITH HALL
GMH. GRANT MEM. HALL
GH. GREEN HOUSES
HP HEAT & POWER PLANT
LC LAW COLLEGE
L LIBRARY
MA. MECHANIC ARTS HALL
ME. MECH. ENG. LAB.
MU. MUSEUM
NH. NEBRASKA HALL
O OBSERVATORY
PH. PHARMACY HALL
SS SOCIAL SCIENCE HALL
SMH. SOLDIERS MEM. HALL
TC TEACHERS COLLEGE
T TEMPLE
UH. UNIVERSITY HALL
OFFICE SUPERINTENDENT CONSTRUCTION GROUNDS AND BUILDINGS UNIVERSITY OF NEBRASKA


UNIVERSITY OF NEBRASKA
FARM-CAMPUS
STREET
33RD
HOLDREGE STREET
N
W
E
S
ATHLETIC FIELD
AE AGRICULTURAL ENG
AH AGRICULTURAL HALL
AP ANIMAL PATH & HYG
CA CAFETERIA ANNEX
DB DAIRY BARN
DI DAIRY INDUSTRY
ES EXPERIMENT STATION
GH GREEN HOUSES
HP HEATING PLANT
HE HOME ECONOMICS
HB HORSE BARN
JP JUDGING PAVILION
ML MEAT LABORATORY
PI PLANT INDUSTRY
RE RURAL ECONOMICS
TL TRACTOR LABORATORY
TT TRACTOR TESTING
OFFICE SUPERINTENDENT CONSTRUCTION GROUNDS AND BUILDINGS UNIVERSITY OF NEBRASKA

SOCIAL SCIENCE BUILDING

CALENDAR FOR 1921-22 OF ALL COLLEGES AND SCHOOLS

1921		
September 12-17	Monday-Saturday	Entrance examinations
September 14-17	Wednesday-Saturday	Registration, first semester
September 17	Saturday, 8 p. m.	University reception to all students
September 19	Monday	First semester classes meet
September 20	Tuesday, 11 a. m.	Opening address by the Chancellor
October 10	Monday	School of Agriculture, first semester begins
November 24	Thursday	Thanksgiving holiday
December 13	Tuesday	Meeting of the Board of Regents
December 22	Thursday, 6 p. m.	Christmas recess begins
1922		
January 3	Tuesday, 8 a. m.	Christmas recess ends
January 5	Thursday	Meeting of the Board of Regents
January 16	Monday	School of Agriculture, second semester begins
January 14-21	Saturday-Saturday	First semester examinations
January 16-21	Monday-Saturday	Entrance examinations
January 18-21	Wednesday-Saturday	Registration, second semester
January 23	Monday	Second semester classes begin
February 14	Tuesday	Annual address before Phi Beta Kappa and Sigma Xi societies
February 15	Wednesday	Meeting of the Board of Regents
March 25	Saturday, 6 p. m.	Spring recess begins
April 1	Saturday, 6 p. m.	Spring recess ends
April 11	Tuesday	Meeting of the Board of Regents
April 14	Friday	School of Agriculture Commencement
May 27-June 3	Saturday-Saturday	Second semester examinations
June 1	Thursday	Teachers College High School Commencement
Commencement Week		
June 3	Saturday	Final recommendations for degrees
		Annual meeting of the Board of Regents
June 3	Saturday	Class Day. Alumni Day
June 4	Sunday	Baccalaureate Sermon
June 5	Monday	Fifty-first Annual Commencement
Summer Session 1922		
June 3	Saturday	Registration, Summer Session
June 5	Monday	Summer Session begins
1922-1923		
September 13	Wednesday	First semester begins

THE UNIVERSITY

Colleges and Schools of the University. The University of Nebraska comprises the following colleges and schools:

The Graduate College.
The College of Arts and Sciences, including the School of Fine Arts.
The College of Agriculture.
The College of Engineering.
The College of Law.
The Teachers College.
The College of Medicine.
The College of Pharmacy.
The College of Business Administration.
The College of Dentistry.

The Teachers College High School, the School of Agriculture, the Nebraska School of Agriculture at Curtis, the Nebraska Agricultural Experiment Station, the Experimental Substations at North Platte, Valentine, and Scottsbluff, the Irrigation School at Scottsbluff, and the Agricultural Extension Service are also under the supervision of the Board of Regents of the University.

For separate catalogs or information regarding any of the above colleges or schools, address

THE REGISTRAR,
The University of Nebraska
Lincoln, Nebraska

THE BOARD OF REGENTS

Members 1921	Term Expires
HON. PHILIP LOUIS HALL, Lincoln, President	1923
HON. HARRY DeWITT LANDIS, Seward	1923
HON. FRANK WOODHULL JUDSON, Omaha	1925
HON. JOHN ROBINSON WEBSTER, Omaha	1925
HON. GEORGE N. SEYMOUR, Elgin	1927
HON. WILLIAM LaVERNE BATES, Kimball	1927

James Stuart Dales, Secretary.

OFFICERS OF ADMINISTRATION AND INSTRUCTION

The University

Samuel Avery, Ph.D., LL.D., Chancellor of the University. Administration Hall. City Campus.

James Thomas Lees, Ph.D., Provost of the University. Administration Hall. City Campus.

Florence Irwin McGahey, A.B., Registrar and University Publisher. *(Secretary of the Faculties.)* Administration Hall. City Campus.

The College

James Edward LeRossignol, Dean

Hartley Burr Alexander, Ph.D., Professor of Philosophy and Chairman of Department.

John Edwin Almy, Ph.D., Professor of Experimental Physics and Chairman of Department.

Leon Emmons Aylsworth, A.M., Professor of Political Science and Sociology.

Nels August Bengtson, A.M., Professor of Geology and Geography.

William Charles Brenke, Ph.D., Professor of Mathematics.

Philo Melvin Buck, Jr., A.M. Professor of English, and Dean of the College of Arts and Sciences.

Theodore Tunison Bullock, A.M., Assistant Professor of Economics and Business Law.

Howard Walter Caldwell, A.M., Professor of American History.

Dana Finley Cole, A.M., Assistant Professor of Accounting.

Clara Conklin, A.M., Professor of Modern Languages and Chairman of Department.

Paul Conner, A.B., Instructor in Economics and Commerce.

Earl Gaylord Davis, A.B., Assistant Instructor in Accounting.

Carl Christian Engberg, Ph.D., Professor of Applied Mathematics and Executive Dean.

Horace Clyde Filley, A.M., Professor of Rural Economics and Chairman of Department.

Miller Moore Fogg, A.M., Professor of English.

Laurence Fossler, A.M., Professor of Modern Languages.

Earl S. Fullbrook, A.M., Assistant Professor of Economics and Commerce.

William J. Hiller, A.B., Graduate Assistant in Actuarial Mathematics.

Edgar Lenderson Hinman, Ph.D., Professor of Logic and Metaphysics.

Winifred Florence Hyde, Ph.D., Professor of Psychology.

Paul Wesley Ivey, Ph.D., Professor of Marketing.

Guernsey Jones, Ph.D., Professor of English History and Chairman of Department.

Russel Donald Kilborn, A.M., Assistant Professor of Money, Credit and Banking.

John Emmett Kirshman, Ph.D., Associate Professor of Insurance and Finance.

James Thomas Lees, Ph.D., Provost of the University. Professor of Greek History and Literature and Chairman of Department of Ancient Languages.

James Edward LeRossignol, Ph.D., LL.D., Professor of Economics and Commerce. Chairman of Department.

Fred W. Luehring, Ph.M., Professor of Physical Education and Athletics and Chairman of Department.

Oscar Ross Martin, A.M., Professor of Accounting and Business Administration.

John Owen Rankin, A.M. Associate Professor of Rural Economics.

Albert Alison Reed, A.M., Inspector of Accredited Schools and Professor of Secondary Education. Director of University Extension.

Charles Augustus Robbins, Ph.M., LL.B., Professor of Law.

John Peter Senning, A.B., Associate Professor of Political Science, Sociology and Chairman of Department.

Lucius Adelno Sherman, Ph.D., LL.D., Professor of English Language and Literature and Dean of the Graduate College. Chairman of Department.

Charles William Taylor, A.B., Principal of the Teachers College High School, Professor of School Administration and Chairman of Department.

Fred Wilbert Upson, Ph.D., Professor of Chemistry. Chief Chemist of the Experiment Station and Chairman of Department.

George Olien Virtue, Ph.D., Professor of Economics and Public Finance.

Jacob Warshaw, Ph.D., Professor of Modern Languages.

Standing Committees

Course of Study: Professors LeRossignol (chairman), Bengtson, Ivey, Kirshman, Martin, Reed, Virtue, and the Provost.

Employment: Professors Bullock (chairman), Cole, Mr. Conner.

Advanced Standing: The Chancellor, the Dean, and the Inspector of Accredited Schools.

GENERAL INFORMATION CONCERNING THE UNIVERSITY

Admission to the Undergraduate Colleges of the University

Credentials which are accepted toward admission to the University become the property of the University and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed at least two months before the beginning of any semester or session to insure prompt attention. Attention to this request will save applicants much inconvenience.

Admission to the University is gained only thru matriculation in one of the ten colleges, (the school of Fine Arts is included in the College of Arts and Sciences).

Admission may be (1) to freshman standing, (2) to advanced standing, and (3) as adult special students.

The requirements for admission to each of the colleges vary only in a small degree except in the case of the College of Law, the College of Medicine, and the College of Dentistry.

For full admission to freshman standing applicants must present 30 entrance points, for conditional admission a minimum of 28 entrance points. *(An entrance point* indicates the work of five recitations a week, of 40 to 50 minutes each, for at least eighteen weeks. In laboratory courses an entrance point indicates three recitations and two double periods of laboratory work each week for at least eighteen weeks. In laboratory courses without recitation, an entrance point is the equivalent of fifteen single periods each week.)

Students admitted conditionally must remove the conditions at the earliest possible opportunity. Degrees will not be granted until such conditions are removed.

Admission by Certificate

Admission may be had by certificate (a) from the secondary schools on the accredited list of the University and (b) from the secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank.

Applicants for admission, who are graduates from secondary schools accredited to the University, must file their "entrance cards" with the Registrar or indicate the name of the school and the year of graduation.

Applicants, who are not graduates but enter from secondary schools accredited to the University must secure and file with the Registrar an officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations per week, the length of recitations and grade secured, and also a re-

commendation from the Superintendent or Principal that the applicant be admitted before graduation.

Applicants from secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank must secure and file with the Registrar an officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations per week, the length of recitations and the grade secured, and also whether or not the applicant is a graduate. *Graduates of the University Preparatory Course of the School of Agriculture* are admitted to full freshman standing in the College of Agriculture.

Admission by Examination

All applicants, other than those mentioned above, for admission to the University are required to take entrance examinations. The High School Inspector holds such examinations during the entire week in which registration occurs.

Entrance Subjects

For admission to freshman standing credit in the following subjects to the amount indicated must be presented:

Required Subjects		Points
English (a)		4
Language (foreign) (b)	4 to 6	10
Mathematics (algebra and geometry) (b)	6 to 4	
History (European)		2
Science (laboratory) (c)		2
Elective Subjects		
Other subjects taught in an approved manner in an accredited secondary school		12
Total		30

(a) English—This requirement will be increased to six (6) points for all colleges, effective Sept. 1. 1922.

(b) Language and mathematics—

College of Agriculture—Ten points of foreign language anl of mathematics are recommended with a minimum of four points in either, but, additional English, history or laboratory science may be offered in place of foreign language.

College of Arts and Sciences—Ten points of foreign languages and of mathematics are required with a minimum of four points in either. In the Academic-Medical course Greek or Latin is recommended.

College of Engineering—Three points of algebra and two points of geometry are required. Additional English, history or laboratory sciences may be offered in place of foreign language.

College of Law—Same as for the College of Arts and Sciences, and in addition thirty college hours of academic work are required. This requirement will be increased to sixty hours, Jan. 1, 1922.

College of Business Administration—Same as for the College of Agriculture.

College of Dentistry—Same as for the College of Arts and Sciences, and in addition thirty college hours of academic work including Chemistry 6 hours, Biology 6 hours, and English 6 hours are required.

College of Medicine—Same as for the College of Arts and Sciences, except that Greek or Latin is recommended, and in addition sixty college hours of academic work, including chemistry 12 hours, four of which shall be organic; English 6 hours; physics 8 hours; zoology 8 hours.

College of Pharmacy—Ten points of foreign language and of mathematics are required, with a minimum of four points in either.

Teachers College—Same as for the College of Arts and Sciences.

(c) Science—

College of Agriculture—Both physics and chemistry are desirable, but a full year of either physics or chemistry should be offered. Students offering only a half year of either cannot continue their study in the College without registering for the elementary course.

College of Engineering—Two points of physics are required and two points of chemistry are desirable.

Admission to Advanced Standing

Applicants for admission from other universities or colleges must file with the Registrar (1) *a letter of honorable dismissal;* (2) *an officially certified statement of the college work already accomplished* showing the length of time in attendance, the length of each course in weeks, the number of recitations or lectures per week, the length of recitation or lecture, the amount of time per week in laboratory courses and the grade secured; (3) *an officially certified record of the secondary school work* satisfying the admission requirements of that College of the University which they seek to enter.

Full credit is given for work completed at institutions which maintain standards of admission and graduation equal to those of this University. Credits submitted from schools that do not have such standards are scaled or adjusted in proportion to the character and standing of such institutions. In every instance, however, the student must complete in residence, in the senior year, and in the college in which he isregistered, at least thirty of the 125 hours for graduation.

Advanced credit, in addition to that presented when admission is granted, must be submitted for approval within one year from date of matriculation.

College credit is given for work done in a secondary school only upon examination and then for a maximum of nine hours elective credit, and only in chemistry, Greek, mechanical drawing, solid geometry, trigonometry, third and fourth year German, French and Latin, and fourth year English. To receive college credit for such work, application must be made at the time of first registration in the University and the examination must be taken by the end of the first semester.

Admission as "Adult Special" Students

Persons at least 21 years of age who cannot fulfill the regular admission requirements for freshman standing, but who present an equivalent academic training, or who have otherwise acquired adequate preparation for collegiate courses, may be admitted to the

University as "Adult Specials." Such admission shall be approved by the Dean of the College which applicant desires to enter. Adult specials are subject to the same regulations as regular students in respect to military science or physical training or eventual graduation requirements.

Requirements for Graduation—General Statement

To obtain a Bachelor's Degree in any of the colleges of the University, except in Dentistry, Law, and Medicine, the student must complete and have credit for a minimum of 125 "credit hours." No student is recommended for a degree who has not been reported as within 18 hours of this requirement at the beginning of his last semester. Not more than 20 per cent of the student's work below a grade of 70 per cent is credited on requirements for graduation. Other rules apply to the Colleges of Medicine, Law, and Dentistry.

A "credit hour" represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitation, preparation or laboratory.

The Summer Session

The Summer Session of the University of Nebraska is planned both to serve the needs of the teachers of the state, and to afford an opportunity to regular University students to shorten their residence at the institution. At present, the regular Summer Session extends over a period of twelve weeks divided into two terms of six weeks each, giving a maximum credit of six (6) hours for each term. Courses offered in the Teachers College High School give entrance credit only.

RULES AND REGULATIONS GOVERNING STUDENTS

The proper University authorities have established certain definite rules and regulations for the government of student conduct and activities within the University. Each student is expected to familiarize himself with these rules and is held responsible for compliance with their provisions. These rules and regulations are as follows:

Registration

1. A candidate for admission to any of the colleges or schools of the University must forward his entrance credentials to the Registrar. This should be done at least two months in advance of the opening of the semester. Credentials submitted for evaluation become the property of the University and are retained in our permanent file as the basis on which statement of standing is given. On receipt and evaluation of the credentials the candidate will be informed of his standing and as soon as possible definite instructions regarding the various

steps in registering will be mailed in order that the candidate may know in advance just what will be required of him when he presents himself for registration. Upon arrival at the University the candidate presents himself at the Registrar's office, Administration Hall 103 or elsewhere as directed for instruction regarding registration. Registration is governed by certain regulations and restrictions in each College and School of the University, and those of the College the candidate expects to enter should be studied carefully before the work of registration is undertaken.

2. Each student[1] should register at the Registrar's office at the beginning of each semester on one of the days set apart for registration. To promote prompt registration a fee of three dollars ($3) is charged a student, who, unless permitted to do so by the Registrar, for any reason seeks to register later. A fee of one dollar ($1.00) is charged for any re-registration which is made necessary by the student's fault. Any change whatever in registration once made, dropping or adding a study, is regarded as a re-registration.

3. All fees must be paid to the Secretary of the University before the registration is complete.

4. First or second year students (freshman or sophomore) may not register for more than five subjects (exclusive of drill or physical training). First year students may not register for more than 17 credit hours. Students above first year who have attained an average grade of 80 per cent during the previous year may register for a maximum of 18 credit hours. Credit is not given for work in excess of the maximum of 18 hours a semester, or for work pursued without registration at the time when pursuing the same. First or second year students may not register for more than one one-hour course (exclusive of drill and physical training) in any one semester; and third or fourth year students may not register for more than two one-hour courses in one semester.

5. A student who fails in a required subject must register for that subject again the first time it is offered. A student who is conditioned ("C") or incomplete ("I") in a subject must remove the condition or incomplete by the end of the first semester in which that subject is again offered, or it becomes a failure.

6. A student cannot attend a class for which he is not registered. The official certificate of registration, signed by the Registrar, is the only evidence of registration to be accepted from the student by an instructor. Credit is not granted for a subject pursued without registration.

---

[1]Freshman schedules are arranged for the year. Their registration for the second semester is, in general, merely a formality consisting in the payment of the necessary fees.

7. Students are not allowed to change from one group of studies to another or from one college to another without written permission by the Dean of each College concerned. A student changing college must also pay a new matriculation fee of five dollars ($5).

8. A student who, by virtue of special circumstances, is allowed to register for less than the minimum twelve (12) hours required of regular students, receives this permission only for such time as the special conditions continue. Persons are not allowed to abuse the privilege of registering as special students to secure merely nominal membership in the University, either for social purposes or for any other reason.

9. Every detail of registration and record from the time the student leaves the high school until he graduates from the University, together with the interpretation of all the rules relating thereto and the publication of the same, are under the supervision of the Registrar, who is responsible directly to the Provost.

Military Science and Physical Training

10. Each undergraduate man in the University proper is required to receive military instruction during four semesters. Each man in the School of Agriculture shall receive military instruction during his attendance. Excuses from this requirement are granted to either class of students only on the grounds of conscientious scruples, physical disability, or other reasons equally valid. Such excuses shall be granted only upon written application to the commandant of cadets, in whom shall be vested the power to decide such cases. Such decisions may be appealed to the Executive Dean only on presentation by the student of a written statement from the commandant, containing the facts in the case and the reason for refusing to grant the excuse.

New students entering with 45 hours of advanced credit, students over 25 years of age, young men who are not citizens of the U. S., those taking not to exceed six hours in the University and non-matriculated students attending the short courses are excused from Military Science as a required course. If the course is once started, however, it must be carried to completion unless the student is properly excused.

11. Those excused from Military Science, because of religious scruples, are required to do work in Physical Education equivalent in amount. Unless the student is excused or reprieved, this requirement must be fulfilled in the freshman and sophomore years. A student excused from this requirement (what ever the reason) must still, in order to graduate, obtain the full number of hours credit required of other candidates for the degree sought. Thoro drill elsewhere than at the University when given under an army officer detailed as Professor of Military Science and Tactics, may, as in the

case of any other study, on evaluation, be credited to a student in lieu of a like amount of military science at the University.

12. Regular attendance is required at all recitations, laboratory and field work.

13. Temporary leave of absence may be granted a student by the Dean of his College. This leave of absence is not an excuse from any work. Students not previously excused shall make request for excuse for absence within two weeks after the absence ceases.

14. Each unexcused absence in any subject may, in the discretion of the instructor, deduct three points from the student's semester grade in that subject.

(Other rules and regulations governing students are to be found in the general catalog of the University.)

Medical Advice and Service

The University maintains a department of medical advice and any student needing this should report at once to the physician in charge. The medical dispensary is located in the building of the College of Pharmacy. Medical advice and dispensary service are free to all students of the University; drugs and medical supplies are furnished at cost. Inasmuch as this service is maintained without profit, but solely for the benefit of the student, the University cannot be held responsible for unforeseen or unexpected results. The chief function of the physician in charge is to act in a general advisory capacity, to look after minor injuries requiring immediate treatment, and to detect incipient ailments which may be a menace to the student's own health or to the health of others.

FEES AND EXPENSES

The incidental and matriculation fees will not be refunded in any case except when charged thru official error. Laboratory or tuition fees or any portion thereof will not be refunded to a student after the beginning of the fourth week from the date of his registration, and refund will be made only upon written application to the Registrar, stating reasons and approved by the chairman of the department concerned, presented at the time of withdrawal from class or from the University together with the receipt for fees issued by the Secretary. Except in extraordinary cases not more than one-third of the laboratory fees will be refunded after the student has attended the laboratory.

The Secretary does not cash personal checks for accommodation. A check on the personal account of the student will be received when written for the amount of fees only; the check of a student other than the one to whom receipt is issued will not be accepted. Bank checks accepted in payment of fees will be presented under banking rules

and if not honored at once the receipt issued to the student will be cancelled immediately. Cash only will be accepted for a new receipt, in lieu of one cancelled.

Students are reminded that the statutes of the state make it a punishable offense to issue and pass a check upon a banking institution in which the maker of the check has no money on deposit at the time, or insufficient money to pay such check. Attention to this is urged.

Parents or guardians are advised to write their checks for student fees separately from those for other expenses of the student: if this is not done the student should deposit his home check in a local bank and give his own check for the amount of fees only. Misapprehension as to the amounts charged for fees is thereby avoided.

The schedule of fees in the College of Business Administration is as follows:

Matriculation (payable on entering each college) $5.00

Being statutory, this fee cannot be refunded except when collected in error. It is also charged any student changing membership from one College to another.

Incidental, each semester	10.00
Late registration (after registration days)	3.00
Re-registration (including change of registration)	1.00
Special examination, each course	1.00
Diploma, (undergraduate)	5.00
Diploma, in absentia (undergraduate)	15.00
Certificate	2.00
Laboratory fees, in science subjects elected from the College of Arts and Sciences, each	1.00-10.00

GENERAL INFORMATION CONCERNING THE COLLEGE OF BUSINESS ADMINISTRATION

(Confers the degree of Bachelor of Science in Business Administration)

Organization and Purpose—The School of Commerce was created by action of the Board of Regents in May, 1913, as a part of the College of Arts and Sciences, and, in 1919, by act of the State Legislature, it was transformed into the College of Business Administration. Its object is to provide for students preparing for business or similar lines of work, vocational training suited to their needs. Business is now, in its higher forms, as much a learned profession as theology, law, medicine, engineering, agriculture and other difficult and complicated arts, and demands of those who would rise from the ranks a thoro, scientific and practical training. Practical training is obtained chiefly in actual business experience, but theoretical and scientific education, with the broad view and large grasp so essential to the highest success, can best be obtained in the University.

Many occupations are open to those who have had such preparation. There is a large and increasing demand for highly efficient men and women in accounting, banking, insurance, journalism, transportation, manufacturing, domestic and foreign commerce; for experts in the Public Service, especially with the Federal Trade Commission, the Department of Labor, and the Consular Service; and for teachers of economics and business in high schools and colleges. In fact, it is hard to mention any field of business activity in which the demand for efficient service does not far exceed the supply. It is a question of the supply of officers for the industrial army, and those who aspire to places of trust must first go thru a long and arduous course of training.

GENERAL STATEMENTS

Building and Equipment—The College of Business Administration has commodious quarters in the new Social Science Hall, with the usual class-rooms and offices, a reference library, a very large accounting laboratory and a statistical laboratory, which is to be equipped with calculating machines for the classes in insurance, advanced accounting, and statistics. The general University library, with the special libraries of the various colleges and departments, offers excellent facilities for study and research.

Courses for Professional Economists—Students wishing to become teachers of Economics and Business in colleges and universities, or research economists in financial or industrial concerns, or preparing for the Public Service, should consult with the Dean and other members of the Faculty as to the best preparation for such work. In

general, it may be said that professional economists require as a basis for their more special studies a considerable knowledge of English, Mathematics, European and American History, Foreign Languages, Physical Science, Political Science, Sociology, Philosophy and Law. In order to obtain this broad foundation students should take not more than a Major (18-30 hours) in Economics during their college course and should postpone some of their economic studies until their graduate years. A student cannot thoroly prepare himself for this work without a full college course of four years and a graduate course of three years leading to the Doctor's degree.

Accountancy—The courses in accountancy have been designed to meet the needs of three classes of students: those who wish to become business executives, those who wish to become professional accountants, and those who wish to become teachers of commercial subjects. The university is especially fitted to give the broad training essential to those entering the field of public accountancy, and the work has been so arranged as to meet all the requirements, aside from the required practical experience, of the examinations for the degree of Certified Public Accountant in the State of Nebraska and in other states.

Government Service—Students preparing for positions with the Federal Trade Commission, the Internal Revenue Service, the Interstate Commerce Commission, the Department of Labor, the Department of Commerce, the Department of State, and other government departments, should consult with the Dean or the Chairman of the Employment Committee as to their course of study. In general, those preparing for government service at home should have a thoro training in economics, accounting, statistics and political science, while those expecting to enter the consular or the diplomatic service should have a knowledge of foreign languages, economic geography, foreign trade, international law and finance.

Municipal and Corporate Management—In preparation for work of this character students should give special attention to accountancy, business law, business organization, public finance, corporation finance, statistics, marketing and labor problems.

Foreign Trade—The courses in foreign trade and trade policies are supplemented by the courses in business law, international law, foreign relations and diplomacy. Students interested in Latin American trade will find special courses that will serve their needs in the departments of Modern Languages, Geography, Political Science and History.

Commercial and Investment Banking Students preparing for work in banks or investment companies should have a broad training in business subjects and a more special knowledge of accounting, the-

oretical and practical banking, corporation finance, investments, the money market and business law. Certain courses in geography and agriculture will be found useful, especially for country bankers, while those intending to practice banking abroad should follow the courses recommended for foreign trade.

Insurance—Actuarial work in life insurance, rating in fire insurance, special agency work, and administrative positions in home offices are among the many branches of insurance calling for men trained to fill them. Students will find a knowledge of economics, law, finance, investment, statistics, salesmanship and the mathematics of insurance almost indispensable for this work. Practice in the use of calculating machines may be had in the statistical laboratory.

Secretarial Work—For this work, which is especially suited to business women, a thorough command of English is perhaps the most essential requisite, and a knowledge of books, magazines, reports and other sources of information is also very desirable. Shorthand, typewriting, accounting, banking, finance, business law and business organization are among the subjects recommended for a course of training going beyond mere office routine.

Chamber of Commerce Secretarial Service—Chambers of Commerce in towns and cities all over the country are endeavoring to better the communities in which they are located. In order to accomplish this desirable end, trained organizers with specialized business and municipal knowledge are demanded. A knowledge of transportation, advertising, retaining, manufacturing, town surveys, industrial promotion, trade extension, charities, and municipal government provides the chamber of commerce secretary with the necessary equipment to successfully cope with the many complicated problems that are presented to him for solution.

Educational Directorship—Large retail stores, banks, and other institutions of a similar character are beginning to realize the necessity of education for their employees. The officials of such concerns do not have the time nor the training to develop their organizations into effective working units. An opportunity exists in these institutions for someone with comprehensive business knowledge and a sympathetic personality who will train the employees in the technique of their profession, as well as eliminate friction between the different departments of the organization. The possibilities in this field are unlimited and thus far have only been touched.

Sales Organization and Management—The pressure of production on markets is compelling manufacturers to organize sales departments rather than to market their goods through customary channels. Training for sales management is secured through courses in market-

ing, advertising, salesmanship, accounting, business organization and management, and the broad field of work with which these courses are correlated.

Merchandising—For the student who desires to enter either wholesale or retail merchandising, the following basic courses are provided: transportation, insurance, investments, money and banking, business law, accounting, business organization and management, marketing, merchandising, advertising, salesmanship and sales-management. These courses, representing different phases of economic activity, are inter-related, and have a direct bearing on present-day developments in the marketing of manufactured goods.

Commercial Engineering—Because of the increasing demand for engineers of business training and experience, the College of Engineering, in cooperation with the College of Business Administration. offers a fifth year of work additional to the four year engineering groups. The completion of this fifth year of work entitles the engineering graduate to the degree of Bachelor of Science in Commercial Engineering. Students in the College of Business Administration, also, may find some of the courses in engineering of special value and are referred for further information to the catalog of the College of Engineering.

Advertising—This rapidly expanding field has extensive possibilities for both men and women. The narrow copy-writer is gradually being displaced by the more versatile. A liberal training in business and allied subjects gives the background necessary for effective copy-writing, as well as the ability to comprehend business organization, which is so necessary for the advertising manager.

Courses for High School Teachers—Students in the College of Business Administration may, upon graduation, secure the First Grade State Certificate, by meeting the additional requirements of the Teachers College. Ordinarily, students preparing to teach commercial subjects are advised to take introductory economics and principles of economics, accounting and business law, with additional subjects according to special needs.

Shorthand and Typewriting—As teachers of Business usually need a knowledge of Shorthand and Typewriting, students should, if possible, acquire the elements of these subjects before entering the College of Business Administration. For the benefit of those who have not had this preparatory training, courses in Shorthand and Typewriting are given in the Teachers College High School.

Committee on Employment—As the College of Business Administration is constantly receiving calls for persons with University training to fill administrative positions in business concerns of all kinds

and to serve as teachers of commercial subjects in high schools and colleges, a special committee of the faculty has been appointed to assist students in securing desirable positions upon graduation, as well as to keep such students informed of positions after graduation.

The University Commercial Clubs—The University Commercial Club is an organization of students which seeks to occupy a place in the University similar in many respects to that of commercial clubs in their respective localities. Meetings are held once a week. All men registered in the College of Business Administration are eligible to membership.

The University Business Woman's Club is open to women taking courses in economics and business and thru associate membership to all women preparing for work outside of the home. One object of the club is to furnish information thru lectures and papers as to openings for women in all lines of work. Meetings are held every two weeks.

Alpha Kappa Psi is a national honorary fraternity organized to foster scientific research in the fields of Commerce, Accounts and Finance.

Special Lectures—In connection with many of the courses and with the meetings of the University Commercial Club, business men of Lincoln, Omaha, and other parts of the state have been invited to give special lectures on the more practical side of the work, such as practical banking, insurance, advertising, salesmanship, special problems in private and public accounting. In this way the more theoretical work of the class room is brought into close relation with the more practical aspects of business life.

ORDER OF SUBJECTS PRESCRIBED FOR GRADUATION

FIRST YEAR

	First Semester Hours	Second Semester Hours
English 1, 2	2	2
Military Science (Men) or Physical Education 51, 52 (Women)	1	1
Foreign Languages[1]	3–5	3–5
Mathematics[2] or Science	3	3
Economics 3, 4 or Geography 71, 72	2	2
Economics 5, 6	3	3
Approved Elective	2–0	2–0
	16	16

SECOND YEAR

English 11, 12 (or other approved courses)	3	3
Military Science (Men) or Physical Education 53, 54 (Women)	1	1
Science or Mathematics	3	3
History	3	3
Economics 11, 12	3	3
Economics 31, 32	2	2
Economics 21, 22 or approved electives	2	2
	17	17

[1]Students who have had two years of a single foreign language are required to take six hours of the same language, or they may take ten hours of some other foreign language.

[2]Students must take six hours of mathematics and six hours of one science, or twelve hours of science. They may select their science subjects from the following list: chemistry, physics, zoology, botany, general physiology, bacteriology, or geology.

	First Semester Hours	Second Semester Hours
THIRD YEAR		
Political Science	3	3
Economics 161, 162	3	3
Economics 141, 142	2	2
Economics 101, Philosophy	3	5
Approved Electives	3	2
	14	15
FOURTH YEAR		
Economics 181 or 185 or 171, 108 or 110 or 116	3	2–3
Economics 105 or 125, 106 or 126	2	2
Approved Electives	10	11–10
	15	15

COURSES OF INSTRUCTION

In the following courses a credit hour represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitations, preparation or laboratory.

Economics and Commerce

Junior Division Courses

3. **Introduction to Economics and Commerce**—Freshman course. A preliminary survey of the subject, designed to give the student a knowledge of the structure and functions of the various business institutions and the essentials of domestic and foreign commerce. Credit 2 hours. First semester.

Mr. Bullock, Mr. Fullbrook, Mr. Conner

4. **Introduction to Economics and Commerce**—Course 3 continued. Second semester.

5. **Principles of Accounting**—Introductory course designed to furnish such a knowledge of accounting as will be of value to the business executive and will also serve as a foundation for the work of the professional accountant. Laboratory 3 hours, credit 3. First and second semesters. Mr. Cole, Mr. Davis

6. **Principles of Accounting**—Course 5 continued. Second semester.

11. **Principles of Economics**—Study of the basic facts and principles of economic life in their application to private and public welfare. Laws of production, exchange, distribution and consumption of wealth. Credit 3 hours. First and second semesters.

Mr. Virtue, Mr. Kirshman, Mr. Kilborn, Mr. Bullock, Mr. Fullbrook, Mr. Conner.

12. **Principles of Economics**—Course 11 continued. Second semester.

13. **Principles of Economics**—For engineering students only. Credit 3 hours. First and second semesters. Mr. Kilborn

21. **Economic History of the United States**—Colonial industries and commerce; economics of the Revolution; struggle with the mercantile system; history of basic industries to about 1860. Credit 2 hours. First semester. Mr. Virtue

22. **Economic History of the United States**—Course 21 continued. Westward expansion; land policy and our agricultural development; farmers' movements; transportation; rise of corporations and trusts; the labor problem; American shipping. Credit 2 hours. Second semester. Mr. Virtue

31. **Marketing**—A brief survey of the marketing of raw materials; a detailed analysis of the distribution of manufactured products; selling agencies, their organization, functions and problems; substitutes for the middleman; special marketing problems; critique of present marketing system. Credit 2 hours. First semester. Mr. Ivey

32. **Marketing**—Course 31 continued. Second semester.

Senior Division Courses

Prerequisite for all Senior Division Courses: Courses 11 and 12.

101. **Money and Banking**—Functions of money; monetary standards; value of money; history of our monetary system; credit and foreign exchange; functions of banks; issue of bank notes; defects of old banking system; Federal Reserve System. Credit 3 hours. First semester. Mr. Kilborn

102. **Practical Banking**—A course in banking practice, treating of the actual operations of the various departments of a bank. Loans, collateral, domestic and foreign exchange, bank accounts, advertising, and collections. Laboratory 2 hours, credit 3. Second semester. Mr. Kilborn

105. **Corporation Finance**—Railroad, industrial, and public utility corporations; corporate securities; promotion and capitalization; administration of income; consolidations; receivership and reorganization; analysis of corporate reports. Credit 2 hours. First semester. Mr. Kirshman

106. **Corporation Finance**—Course 105 continued. Second semester.

108. **Trust Problems**—Rise and growth of trusts; various types of trusts; federal and state regulation of trusts; commission control; court decisions; economic bases of combinations; proposed remedies. Credit 3 hours. Second semester. Mr. Kirshman

109. **Economic Crises**—Comparative study of crises from the seventeenth century to the present. Theory of crises; transmission of crises from country to country; fluctuation in investment, bank items, and prices; business barometrics. Credit 2 hours. First semester. *(Not given in 1921-1922.)*

110. **Investments**—Economics of investment; safeguarding investment funds; corporate, municipal, government, foreign securities; principles of investment; taxation; the money market; technique of investment; analysis of corporation reports. Credit 3 hours. Second semester. Mr. Kirshman

111. **Fire Insurance**—History and economics of fire insurance; analysis of hazard; determination of the rate; organization of companies and agencies; the standard policy; coinsurance and reinsurance; loss adjustment; finances of companies; public regulation; Nebraska code and practice. Credit 3 hours. First semester. Mr. Kirshman

112. **Life Insurance**—History of life insurance; insurance administration; governmental control; methods of computing premiums; organization and management of agencies; taxation; comparative study of policy contracts. For the mathematical basis of insurance see Mathematics 42. Credit 3 hours. Second semester. Mr. Kirshman

116. **Statistics**—Theory, preparation and interpretation of statistics; kinds of averages and their uses; frequency curves; the normal curve of distribution; correlation; accuracy; graphic methods. Laboratory 2 hours, credit 2. Second semester.

120. **Tariff History of the United States**—Relation of the tariff to industry and trade; tariff systems of other countries; protection and free trade; reciprocity agreements; selected industries in relation to tariff legislation; tariff administration. Credit 2 hours. Second semester. (*Not given in 1921-1922.*) Mr. Virtue

121. **International Trade and Trade Policies**—Historical sketch of modern commerce; recent commercial developments; theory of international trade; commercial policies, mercantilism, free trade, protection; tariff policies of the United States and other important countries; merchant marine. Credit 2 hours. First semester. Mr. Fullbrook

122. **Methods of Foreign Trade**—Export and import methods; promotion of foreign business, export department, commission houses, forwarding agents, and other sales agencies; agencies for promoting foreign commerce; consular service; combinations for foreign trade; financing foreign trade. Credit 2 hours. Second semester. Mr. Fullbrook

124. **Financial History of the United States**—Financial operations of the Federal government since 1789; sources of Federal revenue and objects of expenditure; financial management in time of war; the public debt; evolution of monetary and banking systems. Credit 3 hours. Second semester. (*Not given in 1921-1922.*) Mr. Virtue

125. **Railway Economics**—Development of the railway net; methods of promotion; capital and capitalization; the railway service; competition, pools; state and federal regulation; conflicts of authority. Credit 2 hours. First semester. Mr. Virtue

126. **Railway Economics**—Theory of railway rates; rate-making in practice, including the chief rate structures of the country; valuation of public utilities and the regulation of the rate level; results of national control during the war; the Act of 1920; public ownership. Credit two hours. Second semester. Mr. Virtue

131. **Advertising**—The theory, practice and technique of advertising; its relation to the market and marketing methods; media. Assignments given in the formulation of campaigns, writing copy, designing layouts, selecting color and type. Credit 2 hours. First semester. Mr. Ivey

132. **Advertising**—Course 131 continued. Second semester.

136. **Salesmanship and Sales Management**—Wholesale, retail and specialty salesmanship. A study of different types of customers and their buying motives; the relationships of merchandise; the mental

law of sale; meeting objections; selling by suggestion; sales campaigns. Demonstration sales. Credit 2 hours. Second semester.

Mr. Ivey

141. **Business Organization**—Study of the underlying principles of organization and management and their application in various types of business undertakings. Credit 2 hours. First semester.

Mr. Martin

142. **Business Organization**—Course 141 continued. Second semester.

151. **Cost Accounting**—Essential features of accounting for manufacturing concerns with particular reference to the securing of unit costs and the application of cost data in plant management. Prerequisites: Courses 5 and 6. Laboratory 3 hours, credit 3. First semester. Mr. Cole

153. **Advanced Accounting**—Advanced theory of accounting with practice in the solution of problems selected from C. P. A. examinations. Valuation of assets; capital vs. revenue expenditures; good-will; depreciation; reserves and reserve funds; sinking funds. Prerequisite: Course 6. Credit 3 hours. First semester.

Mr. Martin

154. **Advanced Accounting**—Course 153 continued. Realization and liquidation accounts; insolvency accounts; executorship and trustee accounts; governmental accounting; insurance company accounts, and similar topics. Credit 3 hours. Second semester. Mr. Martin

155. **Auditing**—Duties and responsibilities of an auditor; the methods of conducting various kinds of audits; the preparation of the auditor's report; the auditor's certificate; special problems in the audit of different kinds of business undertakings. Prerequisite: Course 154. Credit 2 hours. First semester. Mr. Martin

161. **Business Law**—Contracts, including mistake, fraud, duress, and capacity of parties; sales and mortgages of personal property; bailments. Credit 3 hours. First semester. Mr. Bullock

162. **Business Law**—Course 161 continued. Negotiable instruments; suretyship and guaranty; agency; partnership; private corporations; bankruptcy. Credit 3 hours. Second semester.

Mr. Bullock

164. **Business Law**—Study of the law relating to particular kinds of business. Open to a limited number of senior students. Credit 1 hour. Second semester. Mr. Bullock

171. **Public Finance**—Principles of public finance; public expenditures; sources of revenue; nature of the taxing power; tax systems of leading countries; the income tax; financial administration; the budgets; public debts; war finance. Credit 3 hours. First semester.

Mr. Virtue

172. **Public Finance**—Course 171 continued. State and local taxation. The course deals mainly with revenue problems in Nebraska and other states; movement for tax reform; the Single Tax. Credit 3 hours. Second semester. Mr. Virtue

181. **Labor Problems**—History of the labor movement in Europe and America; theory of wages; methods of remuneration; migration; rise and fall of wages; labor legislation; labor and the war. Credit 3 hours. First semester. Mr. LeRossignol

182. **Methods of Industrial Peace**—Organization of employers and laborers; strikes and settlement of disputes; trade agreements; voluntary and compulsory arbitration; experience of New Zealand, Australia and Canada. Credit 3 hours. Second semester. Mr. LeRossignol

185. **Socialism**—History of socialistic thought before the French Revolution; Utopian theories of Owen, Saint-Simon, Fourier; anarchistic theories of Proudhon and Bakunin; Karl Marx and other German socialists; syndicalism; the I. W. W.; guild socialism; bolshevism. Credit 3 hours. First semester. *(Not given in 1921-1922.)*

191. **Advanced Economics**—Review of economic theory, together with a history of economic thought, ancient, medieval and modern; recent economic theories in relation to industrial conditions. Credit 2 to 3 hours. First semester. Mr. LeRossignol

192. **Advanced Economics**—Course 191 continued. Second semester.

Graduate College Courses

201. **Economic Seminar**—Intensive study of selected subjects under the personal direction of members of the Faculty. Reports of investigations by students and Faculty. General discussion and criticism. Open to graduates and other advanced students. Credit 2 to 3 hours. First semester. Mr. LeRossignol

202. **Economic Seminar**—Course 201 continued. Second semester.

The following courses chosen from several departments of the University include subjects required in the College of Business Administration, as well as recommended electives. Students may elect still other approved courses in addition to the college requirements.

English

1. **English Composition**—Instruction and practice in elementary composition. Themes, conferences. Credit 2 hours. First and second semesters. The Teaching Staff

2. **English Composition**—Course 1 continued. First and second semesters.

(Courses 1 and 2 are required of freshmen in all colleges except as provided in note under English 4.)

3. **English Composition**—Expository writing and kindred forms of expression. Credit 2 hours. First semester.

Mr. Frye, Mr. Gass, Miss McPhee

4. **English Composition**—Courses 3 continued. Second semester. (Courses 3 and 4 are required of freshmen with eight points English credit from Omaha and Lincoln, Teachers College High School, York and Beatrice.)

11. **Business English**—Second year course for students in the College of Business Administration only. Credit 3 hours. First semester. Mr. Weseen

12. **Business English**—Course 11 continued. Second semester.

21. **English Literature**—Introductory course designed to develop a sense of values, and an appreciation of the best in literature. Literary element and principles, with assisted study of modern poetry and prose. Credit 3 hours. First and second semesters.

Mr. Buck, Mr. Stuff, Mr. Scott

22. **English Literature**—Course 21 continued. Literary elements and principles, continued; short story, dramatic monologue, and poetry and prose. First and second semesters.

Geography

61. **General Geography**—Designed as an introductory course in Geography for prospective teachers. Illustrated. References assigned. Laboratory 2 or 4 hours, credit 2 or 3. First semester.

Mr. Bengtson, Lecture
Miss Anderson, Laboratory

63. **Geography of the Land**—Covers the elements of physical geography especially with respect to the land and its agricultural and industrial relations. Illustrated. References assigned. Laboratory 2 hours, credit 2. First semester.

Mr. Bengtson, Lecture
Miss Anderson, Laboratory

64. **Geography of North America**—A regional study embracing the political divisions of the continent. Treatment of relief, drainage, climate, resources, and industries. Offers a geographic basis for the interpretation of American history. Illustrated. Laboratory and library 4 hours, credit 2. Second semester.

Mr. Bengtson, Lecture
Miss Anderson, Laboratory

71. **Economic Geography**—Covers geographic distribution of the principal mineral resources and the development of industries directly dependent upon them. Special attention given coal, petroleum, natural gas, iron and steel, and water power. Illustrated. Credit 2 or 3 hours. First semester. Mr. Bengtson

72. **Economic Geography**—Deals with the non-mineral group, especially the wheat, corn, sugar, cotton, sheep and wool, and cattle industries. The geographic factors affecting the trade movements of food and textiles are emphasized. Illustrated. Credit 2 or 3 hours. Second semester. Mr. Bengtson

164. **Geography of Nebraska**—Structure, relief, resources and industries of the state. Illustrated. Credit 2 hours. Second semester. Mr. Bengtson, Miss Anderson

167. **Geography of Latin America**—Considers physiography, climate, resources and industries of the South American countries. Emphasis placed on trade relations. Credit 2 or 3 hours, depending on time and results. First semester. Mr. Bengtson

168. **Geography of Europe**—A regional study of the European countries emphasizing relief, climate, resources, and industrial development. Special attention to geographic problems made prominent by the Great War. Fundamental in interpretation of European history. Lectures illustrated. Credit 2 or 3 hours. Second semester. Mr. Bengtson

History

3. **Formation of a World Society**—A survey of European history from the earliest times to 1919 including an introduction to historical method. Credit 3 hours. First semester. Mr. Fling, Miss Pfeiffer

4. **Formation of a World Society**—Course 3 continued. Second semester.

7. **English History to 1603**—Credit 3 hours. First semester. Mr. Jones

8. **English History after 1603**—Credit 3 hours. Second semester. Mr. Jones

9. **American History to 1688**—Discoveries, explorations, and colonial evolution of the Spanish, French, Dutch and English in America. Credit 3 hours. First and second semesters. Miss Reynoldson

10. **American History from 1689 to 1789**—Development of British imperial policy; French-English struggle for North America; British change of colonial policy after 1763; revolution, independence and constitutional evolution. Credit 3 hours. First and second semesters. Mr. Cochran

Mathematics

11. **Algebra**—Prerequisite: Four points high school credit. Credit 3 hours. First and second semesters.

12. **Trigonometry**—Prerequisite: Course 11 or proficiency in Algebra thru logarithms. Credit 3 hours. First and second semesters.

40. **Theory of Investments**—Interest, annuities, amortization, valuation of bonds, etc. Prerequisite: Course 1 or 11. Credit 3 hours. Second semester. Mr. Brenke

140. **Mathematical Theory of Insurance**—Insurance, mortality, interest, investment, annuities, probabilities, expectation, net premiums, loading, commutation columns, valuation, surplus, state supervision, etc. Prerequisite: Course 1 or 40. Credit 3 hours. First semester. Mr. Brenke

141. **Mathematical Theory of Insurance**—Prerequisite: Course 140. Credit 3 hours. Second semester. Mr. Hiller

142. **Mathematical Theory of Statistics**—Averages, graphical representation of statistics, frequency curves, correlation, smoothing of statistics, with applications to statistical problems in biology, economics, and physics. Prerequisite: Course 2 or 14. Credit 3 hours. First semester.

143. **Mathematical Theory of Statistics**—Course 142 continued. Second semester.

Military Science and Tactics

Freshman year, courses 1 and 2. Credit 1 hour each semester.
Sophomore year, courses 3 and 4. Credit 1 hour each semester.

Modern Languages

1. **Beginning French**—Grammar, pronunciation, reading. Credit 5 hours. First and second semesters.

2. **Beginning French**—Course 1 continued. Grammar, conversation and reading of such texts as Labiche, *(Voyage de M. Perrichon)*, Hugo (*LaChute*), Daudet (*Tartarin de Tarascon*). Prerequisite: Course 1 or 2 semesters high school. Credit 5 hours. First and second semesters.

3. **Second Year French**—Reading of such authors as Daudet, Maupassant, About, France, Loti, Rostand, Augier, Moliere. Prerequisite: Course 2 or three semesters high school. Credit 3 hours. First and second semesters.

4. **Second Year French**—Course 3 continued. Prerequisite: Course 3 or four semesters high school. First and second semesters.

51. **Beginning Spanish**—Grammar, conversation and easy readings. Credit 5 hours. First and second semesters.

52. **Beginning Spanish**—Course 51 continued. Reading of such texts as Vital Az, *Zaragüeta*, Alarcŏn, *El Capităn Veneno*, Quintero, *Dona Clarines*. Prerequisite: Course 51 or 2 semesters high school. Credit 5 hours. First and second semesters.

53. **Second Year Spanish**—Modern prose writers, Galdĕs, Valdés, Echegaray, the Quinteros. First semester.

54. **Second Year Spanish**—Course 53 continued. Second semester.

53a. **Composition**—Conversation and introductory correspondence. Special attention will be paid to elementary commercial correspondence with reference to Spanish America. The ability to use Spanish orally and in writing will be emphasized. Prerequisite: Course 52 or 3 semesters high school. Credit 2 hours. First and second semesters.

54a. **Composition**—Course 53a continued. Second semester.

71. **Beginning German**—Careful and thoro study of the fundamentals of the language, grammar and readings. Credit 5 hours. First semester. Mr. Fossler, Mr. Alexis

72. **Beginning German**—Grammar and reading studies continued. Easy composition exercises. Prerequisite: Course 71 or 2 semesters high school. Credit 5 hours. Second semester.

Mr. Fossler, Mr. Alexis

Philosophy

20. **Ethics**—Problems of individual and social conduct; the bearing of sound ethical principles upon every day life. Credit 3 hours. First and second semesters. Mr. Hinman

100. **Introductory Psychology**—Prerequisite to any other Senior Division or Graduate course in Psychology offered by the Department. Laboratory 4 hours, credit 5. First and second semesters.

Miss Hyde

101. **Advanced Psychology**—For students who have completed Course 100 or its equivalent. Credit 2 hours. First semester. Given in alternate years with course 105. Miss Hyde

102. **Advanced Psychology**—Course 101 continued. Prerequisite: Course 100. Second semester.

110. **Applied Psychology**—The application of the principles and methods of psychology to the problems of individual, social, professional and industrial efficiency. Students with special interests will have the privilege of developing them in a special paper. Prerequisite: Course 100. Credit 2 hours. First and second semesters.

Mr. Weber

Political Science and Sociology

1. **American Government**—A study of the growth, organization and workings of the National Government. Open to freshmen and sophomores. Credit 3 hours. First and second semesters.

Mr. Aylsworth, Mr. Senning, Mr. Noble

2. **American Government**—Course 1 continued. A study of the growth, organization and workings of state and local governments. Prerequisite: Course 1. Credit 3 hours. First and second semesters.

Mr. Aylsworth, Mr. Senning, Mr. Noble

108. **Poverty and Dependence**—Causes of poverty; principles of prevention and relief; care and training of physically and mentally handicapped thru public and private agencies. Credit 3 hours. Second semester. Mrs. Williams

115. **General Sociology**—Principles of social science. Credit 3 hours. First semester.

121. **Immigration**—Factors controlling the movement of population; migrating peoples of modern times; immigration policies of various countries compared with the American policy; history of immigration to the United States, and effects upon our national life. Credit 2 hours. First semester. Mrs. Williams

143. **Federal Administration**—A study of the organization and functions of the departments, commissions, and bureaus under the President. Open to juniors and seniors, and sophomores having had courses 1 and 2. Credit 2 hours. First semester. Mr. Senning

144. **State Administration**—A systematic study of the administrative organization and functions of the executive branch of state government. Recent reorganization of the administrative branch of the state governments of Illinois, Nebraska, Idaho and Washington is studied. Open to juniors and seniors, and sophomores having had courses 1 and 2. Credit 2 hours. Second semester. Mr. Senning

145. **Principles of Political Science**—Origin, nature, forms and functions of the state; sovereignty and liberty; citizenship and nationality; constitutions; principles and methods of political organization. Open to juniors and seniors, and sophomores having had courses 1 and 2. Credit 3 hours. First semester.

153. **Municipal Government**—Organization and administration of cities of the United States with some European comparisons; growth of cities; city home rule, council and mayor, commission government, city manager plan. Prerequisite: 6 hours of Political Science. Credit 3 hours. First semester.

157. **International Law**—The basic principles governing the international relations of states in peace. Emphasis is placed on the study of actual cases. Prerequisite: 6 hours of Political Science or History. Credit 2 hours. First semester. Mr. Noble

158. **International Law**—Course 157 continued. Law of war and neutrality. Credit 2 hours. Second semester. Mr. Noble

160. **American Political Theory**—Traces the evolution of American political ideas from Colonial times to the present day. Prerequisite: 6 hours of Political Science or 12 hours of History. Credit 3 hours. Second semester. Mr. Senning

163. **Latin-American Political Institutions**—Study of the governments as organized at present, with historical survey of their origin, and consideration of the contemporary politics of Latin-American republics. Credit 2 hours. First semester. Mr. Senning

164. **Social and Economic Legislation**—A consideration of constitutionality of laws, the public policy prompting legislation, and the principles of social and economic progress upon which such legislation is based. Prerequisite: 6 hours of Political Science or Economics. Credit 3 hours. Second semester. Mr. Senning

169. **Diplomatic and Consular Service of the United States.**—The growth, organization and workings of the diplomatic and consular system; showing the character and duties of diplomatic and consular officers, and the problems of the service. Prerequisite: 6 hours of Political Science or History. Credit 2 hours. First semester.
Mr. Noble

Rural Economics

1. **Farm Documents**—The legal phases of farm business. Contracts, leases, deeds, mortgages, abstracts, negotiable instruments and other legal papers. The Nebraska laws and decisions relating to fences, irrigation, drainage and numerous other farm topics. Open to all but freshmen. Credit 2 hours. First semester. Mr. Rankin

2. **Farm Accounts**—A practical system of cost accounts for the farmer. Income determined as required by the income tax law. Open to all but freshmen. Laboratory 4 hours, credit 2. Second semester.
Mr. Medlar

3. **Farm Organization**—Factors which influence farm profits. Types of farming and their adaptation to different regions, size of the farm unit, capital, labor, systems of land tenure, maintenance of soil fertility, cropping systems, the farmstead, field arrangements. Open to all but freshmen. Credit 3 hours. First semester.
Mr. Medlar

4. **Rural Economics Seminar**—Prerequisite: Courses 3, 11, 16 or 17. Each student investigates and reports upon some particular problem. Credit 1 to 5 hours. Second semester.
Mr. Filley, Mr. Rankin, Mr. Medlar

11. **Marketing of Farm Products**—The fundamentals of marketing. Topics studied include cost of marketing, produce exchanges, price quotations, future trading, inspection and grading, methods of sale and transportation. Marketing of cereal crops is studied in detail. Open to juniors and above. Credit 2 hours. First semester.
Mr. Filley

12. **Marketing of Farm Products**—Course 11 continued. The marketing of live stock and live stock products is studied in detail. Different types of animals are traced from the farm to the consumers'

table. The latter part of the semester is devoted to a study of the retail store. Credit 2 hours. Second semester. Mr. Filley

13. **Special Methods in Teaching Farm Organization and Accounting**—Adaptation of material to secondary school conditions. Study of Farm Management problems for high schools. Text books, supplementary literature and teaching methods. Credit 2 hours. First semester. Mr. Medlar

16. **Rural Economics**—A study of economic problems which Nebraska farmers must meet; forms of land tenure, rural credit, farm insurance, labor, transportation, taxation. Prerequisite: Economics and Commerce course 11. Required for teachers of agriculture under the Smith-Hughes Act. Credit 3 hours. Second semester. Mr. Rankin

17. **Rural Sociology**—An application of the principles of sociology to Nebraska farm problems; material basis of the farmer's social life, social organization, farm population, health, sanity, morality, politics, churches and schools. Open to juniors and above. Required for teachers of agriculture under the Smith-Hughes Act. Credit 3 hours. First semester. Mr. Rankin

18. **The Rural Community**—A study of the origin and development of the rural community and its present types, organization, institutions, problems, and progress. Related subjects which should be understood by county agents, home demonstration agents, and all who would lead or understand rural communities will be given especial attention. Credit 3 hours. Second semester. Mr. Rankin

Primarily for Graduates

7. **Farm Management Survey**—Prerequisite: Courses 3 and 4. Field work, tabulation and analysis of data. Field work may be done during vacation. Admission by consent of the instructor. Credit 1 to 5 hours. First semester. Mr. Filley

8. **Farm Management Survey**—Course 7 continued. Second semester.

N27uZb
1922/23

THE LIBRARY OF THE UNIVERSITY OF ILLINOIS

SERIES XXVII No. 9

Bulletin of The University of Nebraska

ANNUAL CATALOG

OF THE

COLLEGE OF BUSINESS ADMINISTRATION

ANNOUNCEMENTS

1922-23

Published by the University April 10, 1922

LINCOLN, NEBRASKA

The Bulletin of the University of Nebraska is published monthly in September and November, semi-monthly in May, tri-monthly in February, weekly in March and semi-weekly in April of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress, July 16, 1894.

Acceptance for mailing at special rate postage provided for in Section 1103, Act of October 3, 1917, authorized July 18, 1918.

SERIES XXVII No. 9

Bulletin of The University of Nebraska

ANNUAL CATALOG

OF THE

COLLEGE OF BUSINESS ADMINISTRATION

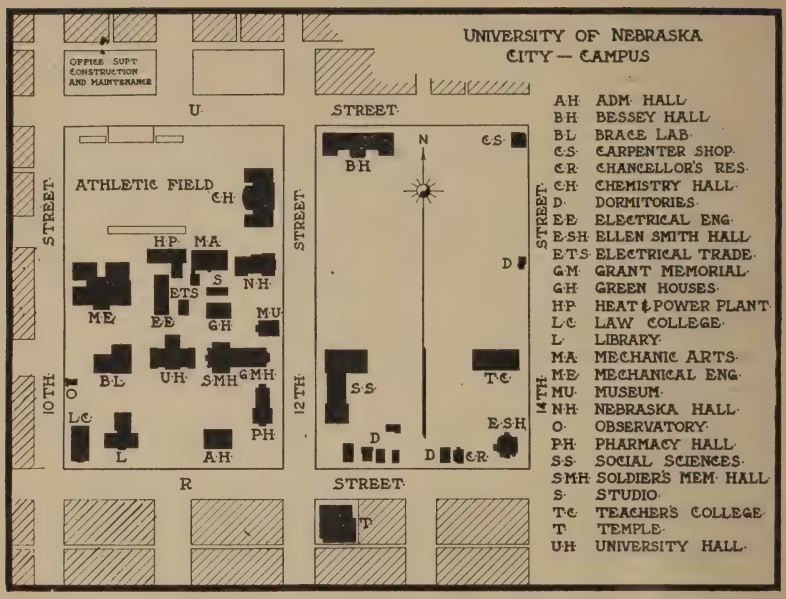
ANNOUNCEMENTS
1922-23

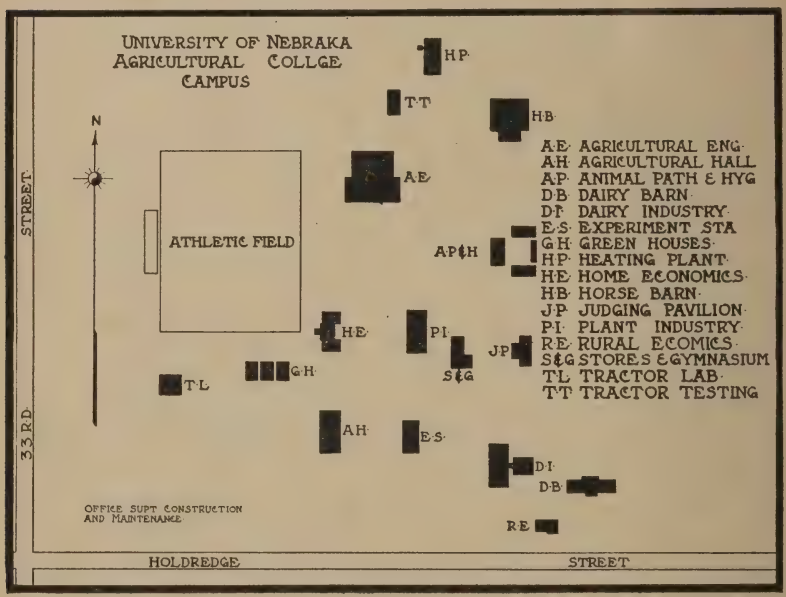
Published by the University April 10, 1922

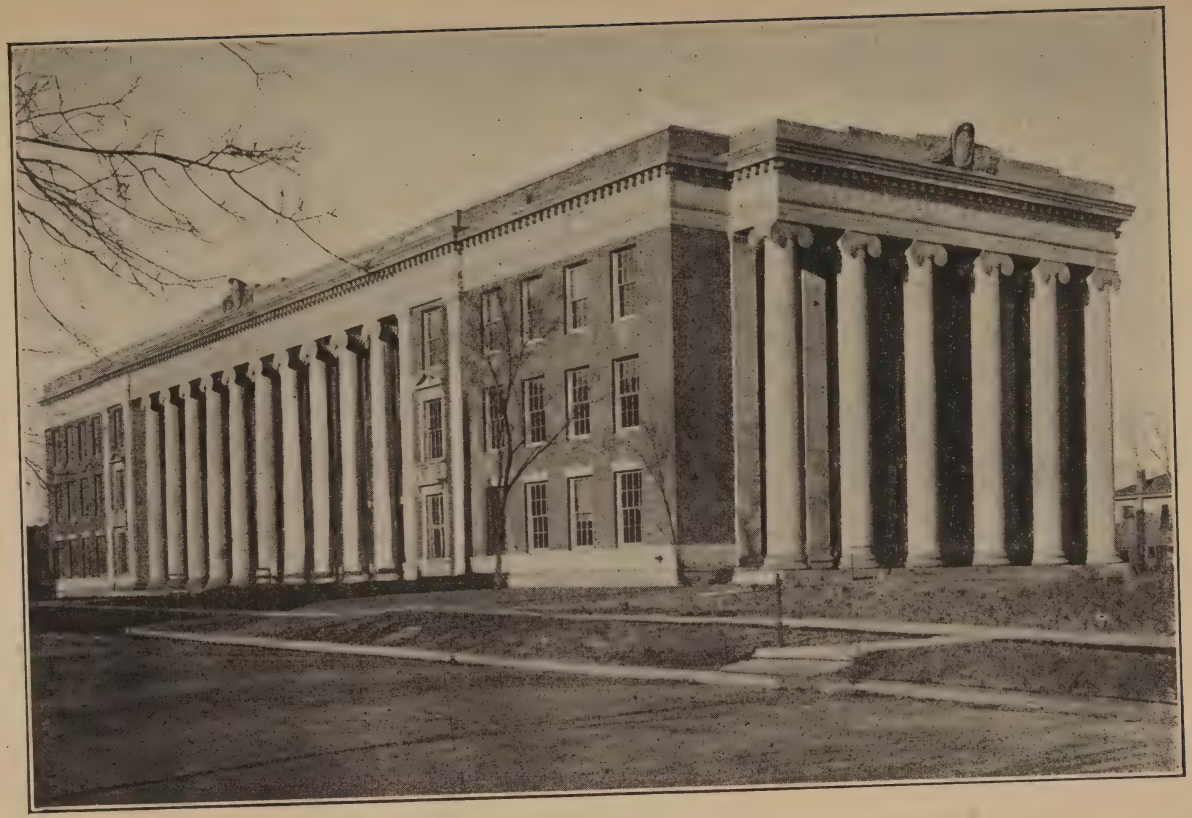
LINCOLN, NEBRASKA

The Bulletin of the University of Nebraska is published monthly in September and November, semi-monthly in May, tri-monthly in February, weekly in March and semi-weekly in April of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress, July 16, 1894.

Acceptance for mailing at special rate postage provided for in Section 1103, Act of October 3, 1917, authorized July 18, 1918.


UNIVERSITY OF NEBRASKA
CITY — CAMPUS
OFFICE SUPT CONSTRUCTION AND MAINTENANCE
U STREET
R STREET
10TH STREET
12TH STREET
14TH STREET
ATHLETIC FIELD
N
AH ADM HALL
BH BESSEY HALL
BL BRACE LAB
CS CARPENTER SHOP
CR CHANCELLOR'S RES
CH CHEMISTRY HALL
D DORMITORIES
EE ELECTRICAL ENG
ESH ELLEN SMITH HALL
ETS ELECTRICAL TRADE
GM GRANT MEMORIAL
GH GREEN HOUSES
HP HEAT & POWER PLANT
LC LAW COLLEGE
L LIBRARY
MA MECHANIC ARTS
ME MECHANICAL ENG
MU MUSEUM
NH NEBRASKA HALL
O OBSERVATORY
PH PHARMACY HALL
SS SOCIAL SCIENCES
SMH SOLDIER'S MEM HALL
S STUDIO
TC TEACHER'S COLLEGE
T TEMPLE
UH UNIVERSITY HALL


UNIVERSITY OF NEBRAKA
AGRICULTURAL COLLGE
CAMPUS
N
ATHLETIC FIELD
STREET
33RD
HOLDREDGE STREET
OFFICE SUPT CONSTRUCTION AND MAINTENANCE
AE AGRICULTURAL ENG
AH AGRICULTURAL HALL
AP ANIMAL PATH & HYG
DB DAIRY BARN
DI DAIRY INDUSTRY
ES EXPERIMENT STA
GH GREEN HOUSES
HP HEATING PLANT
HE HOME ECONOMICS
HB HORSE BARN
JP JUDGING PAVILION
PI PLANT INDUSTRY
RE RURAL ECOMICS
S&G STORES & GYMNASIUM
TL TRACTOR LAB
TT TRACTOR TESTING



Social Science Hall

CALENDAR FOR 1922-23 OF ALL COLLEGES AND SCHOOLS

1922

September 8-13	Friday-Wednesday	Entrance examinations
September 8-13	Friday-Wednesday	Registration, first semester
September 14	Thursday	First semester classes begin
September 16	Saturday, 8 p. m.	University reception to all students
September 19	Tuesday, 11 a. m.	Opening address by the Chancellor
October 9	Monday	School of Agriculture, first semester begins
October 14	Saturday	First-quarter reports
November 11	Saturday	Mid-semester reports
November 30	Thursday	Thanksgiving holiday
December 9	Saturday	Third-quarter reports
December 22	Friday, 6 p. m.	Christmas recess begins

1923

January 3	Wednesday, 8 a. m.	Christmas recess ends
January 3-11	Wednesday-Thursday	Registration, second semester, for resident students
January 13-20	Saturday-Saturday	First semester examinations
January 15	Monday	School of Agriculture, second semester begins
January 17-20	Wednesday-Saturday	Registration, second semester, for new students
January 22	Monday	Second semester classes begin
February 14	Wednesday	Phi Beta Kappa and Sigma Xi address
February 17	Saturday	First-quarter reports
March 17	Saturday	Mid-semester reports
March 24	Saturday, 12 m.	Spring recess begins
April 3	Tuesday, 8 a. m.	Spring recess ends
April 13	Friday	School of Agriculture Commencement
April 21	Saturday	Third-quarter reports
May 25-31	Friday-Thursday	Second semester examinations
May 31	Thursday	Teachers College High School Commencement

Commencement Week

May 31-June 2	Thursday-Saturday	Ivy Day. Alumni Day. Class Day
June 3	Sunday	Baccalaureate Sermon
June 4	Monday	Fifty-second Annual Commencement

Summer Session, 1923

June 2	Saturday	Registration, Summer Session
June 5	Tuesday	Summer Session classes begin
July 10-11	Tuesday-Wednesday	Registration, second term
July 11	Wednesday	First term closes
July 12	Thursday	Second term classes begin
August 17	Friday	Summer session closes

1923-24

September 7	Friday	First semester begins

THE UNIVERSITY

Colleges and Schools of the University. The University of Nebraska comprises the following colleges and schools:

The Graduate College.
The College of Arts and Sciences, including the School of Fine Arts.
The College of Agriculture.
The College of Engineering.
The College of Law.
The Teachers College.
The College of Medicine.
The College of Pharmacy.
The College of Business Administration.
The College of Dentistry.

The Teachers College High School, the School of Agriculture, the Nebraska School of Agriculture at Curtis, the Nebraska Agricultural Experiment Station, the Experimental Substations at North Platte, Valentine, and Scottsbluff, the Irrigation School at Scottsbluff, the Agricultural Extension Service, the University Extension Division and the Trades School are also under the supervision of the Board of Regents of the University.

For separate catalogs or information regarding any of the above colleges or schools, address

THE REGISTRAR,
The University of Nebraska,
Lincoln, Nebraska.

THE BOARD OF REGENTS

Members 1922	Term Expires
HON. HARRY DEWITT LANDIS, Seward, President	1923
HON. PHILIP LOUIS HALL, Lincoln	1923
HON. FRANK WOODHULL JUDSON, Omaha	1925
HON. JOHN ROBINSON WEBSTER, Omaha	1925
HON. WILLIAM LAVERNE BATES, Kimball	1927
HON. GEORGE N. SEYMOUR, Elgin	1927

James Stuart Dales, Recording Secretary.

OFFICERS OF ADMINISTRATION AND INSTRUCTION

The University

Samuel Avery, Ph.D., LL.D., Chancellor of the University. Administration Hall. City Campus.

Florence Irwin McGahey, A.B., Registrar and University Publisher. *(Secretary of the Faculties.)* Administration Hall. City Campus

The College

James Edward LeRossignol, Dean

Hartley Burr Alexander, Ph.D., Professor of Philosophy. *(Chairman of Department.)*

Leon Emmons Aylsworth, A.M., Professor of Political and Social Science.

Nels August Bengtson, A.M., Professor of Geology and Geography.

William Charles Brenke, Ph.D., Professor of Mathematics.

Philo Melvin Buck, Jr., A.M., Professor of English and Dean of the College of Arts and Sciences.

Theodore Tunison Bullock, A.M., Assistant Professor of Economics and Business Law.

Roy E. Cochran, A.M., Associate Professor of American History.

Dana Finley Cole, A.M., Assistant Professor of Accounting.

Clara Conklin, A.M., Professor of Modern Languages. *(Chairman of Department.)*

Paul Conner, A.B., Instructor in Economics and Commerce.

George Mark Darlington, B.Sc. in B.A., Assistant Instructor in Accounting.

Frederick Thomas Dawson, A.M., Dean of Men, Professor and Head Coach of Football.

Carl Christian Engberg, Ph.D., Professor of Applied Mathematics and Executive Dean.

Horace Clyde Filley, A.M., Professor of Rural Economics. *(Chairman of Department.)*

Miller Moore Fogg, A.M., Professor of English.

Laurence Fossler, A.M., Professor of Modern Languages.

Earl S. Fullbrook, Ph.D., Assistant Professor of Economics and Commerce.

Amanda Henrietta Heppner, A.M., Dean of Women and Chairman of the Women's Department.

William J. Hiller, A.B., Graduate Assistant in Actuarial Mathematics.

Edgar Lenderson Hinman, Ph.D., Professor of Logic and Metaphysics.

Winifred Florence Hyde, Ph.D., Professor of Psychology.

Paul Wesley Ivey, Ph.D., Professor of Marketing.

Guernsey Jones, Ph.D., Professor of English History. *(Chairman of Department of History.)*

John Emmett Kirshman, Ph.D., Associate Professor of Insurance and Finance.

James Thomas Lees, Ph.D., Professor of Greek History and Literature. *(Chairman of Department of Ancient Languages.)*

James Edward LeRossignol, Ph.D., LL.D., Professor of Economics and Commerce, *(Chairman of Department)* Dean of the College of Business Administration.

Clarence Ernest McNeill, A.B., Assistant Professor of Economics.

Oscar Ross Martin, A.M., Professor of Accounting and Business Administration.

Henry Howard Marvin, Ph.D., Professor of Theoretical Physics. *(Chairman of Department of Physics.)*

Americus Mitchell, Colonel Infantry, U. S. A., Professor of Military Science and Tactics and Commandant of Cadets. *(Chairman of Department.)*

Harry Wardell Pike, B.Sc. in B.A., Assistant Instructor in Accounting and Commerce.

Raymond John Pool, Ph.D., Professor of Botany. *(Chairman of Department.)*

John Owen Rankin, A.M., Associate Professor of Rural Economics.

Albert Alison Reed, A.M., Inspector of Accredited Schools, Professor of Secondary Education, Director of University Extension Division.

Charles Augustus Robbins, Ph.M., LL.B., Professor of Law.

Robert Douglas Scott, A.M., Associate Professor of Modern English Drama.

William Elmer Sealock, Ph.D., Professor of History and Principles of Education. *(Chairman of Department.)*

John Peter Senning, A.B., Associate Professor of Political and Social Science. *(Chairman of Department.)*

Lucius Adelno Sherman, Ph.D., LL.D., Dean of the Graduate College and Professor of English Language and Literature. *(Chairman of Department of English.)*

Charles William Taylor, A.B., Principal of Teachers College High School and Professor of School Administration. *(Chairman of Department.)*

William George Langworthy Taylor, A.B., LL.D,. Professor Emeritus of Economics.

Fred Wilbert Upson, Ph.D., Professor of Chemistry. *(Chairman of Department.)*

George Olien Virtue, Ph.D., Professor of Economics and Public Finance.

Jacob Warshaw, Ph.D., Professor of Modern Languages.

Maurice Harley Weseen, A.M., Assistant Professor of English.

Robert Henry Wolcott, A.M., M.D., Professor of Zoology. *(Chairman of Department.)*

French Eugene Wolfe, Ph.D., Associate Professor of Statistics and Business Research.

Standing Committees

Course of Study—Professors LeRossignol (chairman), Bengtson, Fullbrook, Ivey, Kirshman, Martin, Reed, Virtue and the Executive Dean.

Business Research—Professors Wolfe (chairman), Martin, Ivey, Cole, Mr. Pike.

Employment—Professors Bullock (chairman), McNeill, Mr. Connor.

Advanced Standing—The Chancellor, the Dean and the Inspector of Accredited Schools.

GENERAL INFORMATION CONCERNING THE UNIVERSITY

Admission to the Undergraduate Colleges of the University

Credentials which are accepted toward admission to the University become the property of the University and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed at least two months before the beginning of any semester or session to insure prompt attention. Attention to this request will save applicants much inconvenience.

Admission to the University is gained only thru matriculation in one of the ten colleges, (the school of Fine Arts is included in the College of Arts and Sciences).

Admission may be (1) to freshman standing, (2) to advanced standing and (3) as adult special students.

The requirements for admission to each of the colleges vary only in a small degree except in the case of the College of Law, the College of Medicine and the College of Dentistry.

For full admission to freshman standing applicants must present 30 entrance points, for conditional admission a minimum of 28 entrance points. (*An entrance point* indicates the work of five recitations a week, of 40 to 50 minutes each, for at least eighteen weeks. In laboratory courses an entrance point indicates three recitations and two double periods of laboratory work each week for at least eighteen weeks. In laboratory courses without recitation, an entrance point is the equivalent of fifteen single periods each week.)

Students admitted conditionally must remove the conditions at the earliest possible opportunity. Degrees will not be granted until such conditions are removed.

Admission by Certificate

Admission may be had by certificate (a) from the secondary schools on the accredited list of the University and (b) from the secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank.

Applicants for admission, who are graduates from secondary schools accredited to the University, must file their "entrance cards" with the Registrar or indicate the name of the school and the year of graduation.

Applicants, who are not graduates but enter from secondary schools accredited to the University, must secure and file with the Registrar an

officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations per week, the length of recitations and grade secured, and also a recommendation from the Superintendent or Principal that the applicant be admitted before graduation.

Applicants from secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank must secure and file with the Registrar an officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations per week, the length of recitations and the grade secured, and also whether or not the applicant is a graduate. *Graduates of the University Preparatory Course of the School of Agriculture* are admitted to full freshman standing in the College of Agriculture.

Admission by Examination

All applicants, other than those mentioned above, for admission to the University are required to take entrance examinations. The High School Inspector holds such examinations during the entire week in which registration occurs.

Entrance Subjects

For admission to freshman standing credit in the following subjects to the amount indicated must be presented:

Required Subjects		Points
English		6
Language (foreign) (a)	4 to 6	10
Mathematics (algebra and geometry) (a)	6 to 4	
History (European)		2
Science (laboratory) (b)		2
Elective Subjects		
Other subjects taught in an approved manner in an accredited secondary school		10
Total		30

(a) Language and mathematics—

College of Agriculture—Ten points of foreign language and of mathematics are recommended with a minimum of four points in language, two in algebra and two in geometry, but, additional English, history or laboratory science may be offered in place of foreign language.

College of Arts and Sciences—Ten points of foreign language and of mathematics are required with a minimum of four points in language, two in algebra and two in geometry. In the Academic-Medical course Greek or Latin is recommended.

College of Engineering—Three points of algebra and two points of geometry are required. Additional English, history or laboratory science may be offered in place of foreign language.

College of Law—Same as for the College of Arts and Sciences, and in addition sixty college hours of academic work are required.

College of Business Administration—Same as for the College of Agriculture.

College of Dentistry—Same as for the College of Arts and Sciences, and in addition thirty college hours of academic work including chemistry 6 hours, biology 6 hours and English 6 hours are required.

College of Medicine—Same as for the College of Arts and Sciences, except that Greek or Latin is recommended, and in addition sixty college hours of academic work, including chemistry 12 hours, four of which shall be organic; English 6 hours; physics 8 hours; zoology 8 hours.

College of Pharmacy—Same as for the College of Arts and Sciences.

Teachers College—Same as for the College of Agriculture.

(b) Science—

College of Agriculture—Both physics and chemistry are desirable, but a full year of either physics or chemistry should be offered. Students offering only a half year of either cannot continue their study in the College without registering for the elementary course.

College of Engineering—Two points of physics are required and two points of chemistry are desirable.

College of Dentistry—Same as for the College of Engineering.

Admission to Advanced Standing

Applicants for admission from other universities or colleges must file with the Registrar (1) *a letter of honorable dismissal;* (2) *an officially certified statement of the college work already accomplished* showing the length of time in attendance, the length of each course in weeks, the number of recitations or lectures per week, the length of recitation or lecture, the amount of time per week in laboratory courses and the grade secured; (3) *an officially certified record of the secondary school work* satisfying the admission requirements of that College of the University which they seek to enter.

Full credit is given for work completed at institutions which maintain standards of admission and graduation equal to those of this University. Credits submitted from schools that do not have such standards are scaled or adjusted in proportion to the character and standing of such institutions. In every instance, however, the student must complete in residence, in the senior year, and in the college in which he is registered, at least thirty of the 125 hours for graduation.

Advanced credit, in addition to that presented when admission is granted, must be submitted for approval within one year from date of matriculation.

College credit is given for work done in a secondary school only upon examination and then for a maximum of nine hours elective credit, and only in chemistry, Greek, mechanical drawing, solid geometry, trigonometry, third and fourth year German, French and Latin and fourth year English. To receive college credit for such work, application must be made at the time of first registration in the University and the examination must be taken by the end of the first semester.

Admission as "Adult Special" Students

Persons at least 21 years of age who *cannot* fulfill the regular admission requirements for freshman standing, but who present an equivalent academic training, or who have otherwise acquired adequate preparation for collegiate courses, may be admitted to the University as "Adult Specials". Such admission shall be approved by the Dean of the College which applicant desires to enter. Adult specials are subject to the same regulations as regular students in respect to military science or physical training or eventual graduation requirements.

Requirements for Graduation—General Statement

To obtain a Bachelor's Degree in any of the colleges of the University, except in Dentistry, Law and Medicine, the student must complete and have credit for a minimum of 125 "credit hours". At least eighty per cent of the student's work must be of a grade of seventy or more to count toward graduation. No student is recommended for a degree who has not been reported as within 18 hours of this requirement at the beginning of his last semester. Other rules apply to the Colleges of Medicine, Law and Dentistry.

A "credit hour" represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitation, preparation or laboratory.

The Summer Session

The Summer Session of the University of Nebraska is planned both to serve the needs of the teachers of the state, and to afford an opportunity to regular University students to shorten their residence at the institution. At present, the regular Summer Session extends over a period of twelve weeks divided into two terms of six weeks each, giving a maximum credit of six (6) hours for each term. Courses offered in the Teachers College High School give entrance credit only.

RULES AND REGULATIONS GOVERNING STUDENTS

The proper University authorities have established certain definite rules and regulations for the government of student conduct and activities within the University. Each student is expected to familiarize himself with these rules and is held responsible for compliance with their provisions. These rules and regulations are as follows:

Registration

1. A candidate for admission to any of the colleges or schools of the University must forward his entrance credentials to the Registrar. This should be done at least two months in advance of the opening of the semester. Credentials submitted for evaluation become the property of the University and are retained in our permanent file as the basis on which statement of standing is given. On receipt and evaluation of the credentials the candidate will be informed of his standing and as soon as possible definite instructions regarding the various steps in registering will be mailed in order that the candidate may know in advance just what will be required of him when he presents himself for registration. Upon arrival at the University the candidate presents himself at the Registrar's office, Administration Hall 103, or elsewhere as directed for instruction regarding registration. Registration is governed by certain regulations and restrictions in each College and School of the University, and those of the College the candidate expects to enter should be studied carefully before the work of registration is undertaken.

2. Each student should register at the Registrar's office at the beginning of each semester on one of the days set apart for registration. To promote prompt registration a fee of three dollars ($3.00) is charged a student, who, unless permitted to do so by the Dean, for any reason seeks to register later. A fee of one dollar ($1.00) is charged for any re-registration which is made necessary by the student's fault. Any change whatever in registration once made, dropping or adding a study, is regarded as a re-registration.

3. All fees must be paid to the Bursar before the registration is complete.

4. First or second year students (freshman or sophomore) may not register for more than five subjects (exclusive of drill or physical training). First year students may not register for more than 17 credit hours. Students above first year who have attained an average grade of 80 per cent during the previous year may register for a maximum of 18 credit hours. Credit is not given for work in

excess of the maximum of 18 hours a semester, or for work pursued without registration at the time when pursuing the same. First or second year students may not register for more than one one-hour course (exclusive of drill and physical training) in any one semester; and third or fourth year students may not register for more than two one-hour courses in one semester.

5. A student who fails in a required subject must register for that subject again the first time it is offered. A student who is conditioned ("C") or incomplete ("I") in a subject must remove the condition or incomplete by the end of the first semester in which that subject is again offered, or it becomes a failure.

6. A student cannot attend a class for which he is not registered. The official certificate of registration, signed by the Registrar, is the only evidence of registration to be accepted from the student by an instructor. Credit is not granted for a subject pursued without registration.

7. Students are not allowed to change from one group of studies to another or from one college to another without written permission by the Dean of each College concerned. A student changing college must also pay a new matriculation fee of five dollars ($5.00).

8. A student who, by virtue of special circumstances, is allowed to register for less than the minimum twelve (12) hours required of regular students, receives this permission only for such time as the special conditions continue. Persons are not allowed to abuse the privilege of registering as special students to secure merely nominal membership in the University, either for social purposes or for any other reason.

9. Every detail of registration and record from the time the student leaves the high school until he graduates from the University, together with the interpretation of all the rules relating thereto and the publication of the same, are under the supervision of the Registrar, who is responsible directly to the Chancellor.

Military Science and Physical Training

10. Each undergraduate man in the University proper is required to receive military instruction during four semesters. Each man in the School of Agriculture shall receive military instruction during his attendance. Excuses from this requirement are granted to either class of students only on the grounds of conscientious scruples, physical disability or other reasons equally valid. Such excuses shall be granted only upon written application to the commandant of cadets, in whom shall be vested the power to decide such cases. Such decisions may be appealed to the Executive Dean only on pre-

sentation by the student of a written statement from the commandant, containing the facts in the case and the reason for refusing to grant the excuse.

New students entering with 30 hours of advanced credit are excused from one year of Military Science (men) or Physical Education (women). Those entering with 60 hours are excused from both years of Military Science or Physical Education. Students over 25 years of age, and those taking not to exceed six hours in the University, are excused from drill and Physical Education. Military Science is not required from non-matriculated students attending the "short courses". A student who has started in Military Science must complete the basic course unless properly excused by the Commandant of Cadets.

11. Those excused from Military Science, because of religious scruples, are required to do work in Physical Education equivalent in amount. Unless the student is excused or reprieved, this requirement must be fulfilled in the freshman and sophomore years. A student excused from this requirement (whatever the reason) must still, in order to graduate, obtain the full number of hours credit required of other candidates for the degree sought. Thoro drill elsewhere than at the University when given under an army officer detailed as Professor of Military Science and Tactics, may, as in the case of any other study, on evaluation, be credited to a student in lieu of a like amount of military science at the University.

12. Regular attendance is required at all recitations, laboratory and field work.

13. Temporary leave of absence may be granted a student by the Dean of his College, the Dean of Women or the Dean of Men. This leave of absence is not an excuse from any work. Students not previously excused shall make request for excuse for absence within two weeks after the absence ceases.

14. Each unexcused absence in any subject may, in the discretion of the instructor, deduct three points from the student's semester grade in that subject.

(Other rules and regulations governing students are to be found in the general catalog of the University.)

Medical Advice and Service

The University maintains a department of medical advice and any student needing this should report at once to the physician in charge. The medical dispensary is located in the building of the College of Pharmacy. Medical advice and dispensary service are free to all

students of the University; drugs and medical supplies are furnished at cost. Inasmuch as this service is maintained without profit, but solely for the benefit of the student, the University cannot be held responsible for unforeseen or unexpected results. The chief function of the physician in charge is to act in a general advisory capacity, to look after minor injuries requiring immediate treatment, and to detect incipient ailments which may be a menace to the student's own health or to the health of others.

FEES AND EXPENSES

The incidental and matriculation fees will not be refunded in any case except when charged thru official error. Laboratory or college fees or any portion thereof will not be refunded to a student after the beginning of the fourth week from the date of his registration, and refund will be made only upon written application to the Registrar, stating reasons and approved by the chairman of the department concerned, presented at the time of withdrawal from class or from the University together with the receipt for fees issued by the Bursar. Except in extraordinary cases not more than one-third of the laboratory fees will be refunded after the student has attended the laboratory.

The Bursar does not cash personal checks for accommodation. A check on the personal account of the student will be received when written for the amount of fees only; the check of a student other than the one to whom receipt is issued will not be accepted. Bank checks accepted in payment of fees will be presented under banking rules and if not honored at once the receipt issued to the student will be cancelled immediately.

Parents or guardians are advised to write their checks for student fees separately from those for other expenses of the student; if this is not done the student should deposit his home check in a local bank and give his own check for the amount of fees only. Misapprehension as to the amounts charged for fees is thereby avoided.

The schedule of fees in the College of Business Administration is as follows:

Matriculation (payable on entering each college) ..... $ 5.00

Being statutory, this fee cannot be refunded except when collected in error. It is also charged any student changing membership from one College to another.

Incidental, each semester 5.00

Late registration (after registration days) 3.00

Re-registration (including change of registration)	1.00
Special examination, each course	1.00
Diploma (undergraduate)	5.00
Diploma, in absentia (undergraduate)	15.00
Certificate	2.00
Laboratory fees, in science subjects elected from the College of Arts and Sciences, each	1.00-10.00

GENERAL INFORMATION CONCERNING THE COLLEGE OF BUSINESS ADMINISTRATION

(Confers the degree of Bachelor of Science in Business Administration)

Organization and Purpose—The School of Commerce was created by action of the Board of Regents in May, 1913, as a part of the College of Arts and Sciences, and, in 1919, by act of the State Legislature, it was transformed into the College of Business Administration. Its object is to provide for students preparing for business or similar lines of work, vocational training suited to their needs. Business is now, in its higher forms, as much a learned profession as theology, law, medicine, engineering, agriculture and other difficult and complicated arts, and demands of those who would rise from the ranks a thoro, scientific and practical training. Practical training is obtained chiefly in actual business experience, but theoretical and scientific education, with the broad view and large grasp so essential to the highest success, can best be obtained in the University.

Many occupations are open to those who have had such preparation. There is a large and increasing demand for highly efficient men and women in accounting, banking, insurance, journalism, transportation, manufacturing, domestic and foreign commerce; for experts in the Public Service, especially with the Federal Trade Commission, the Department of Labor and the Consular Service; and for teachers of economics and business in high schools and colleges. In fact, it is hard to mention any field of business activity in which the demand for efficient service does not far exceed the supply. It is a question of the supply of officers for the industrial army and those who aspire to places of trust must first go thru a long and arduous course of training.

GENERAL STATEMENTS

Building and Equipment—The College of Business Administration has commodious quarters in the new Social Science Hall, with the usual class-rooms and offices, a reference library, a very large accounting laboratory and a statistical laboratory, equipped with calculating machines for the classes in insurance, advanced accounting and statistics. The general University library, with the special libraries of the various colleges and departments, offers excellent facilities for study and research.

Courses for Professional Economists—Students wishing to become teachers of Economics and Business in colleges and universities, or research economists in financial or industrial concerns, or preparing for the Public Service, should consult with the Dean and other members of the Faculty as to the best preparation for such work. In general, it may be said that professional economists require as a basis for their more special studies a considerable knowledge of English, Mathematics, European and American History, Foreign Languages, Physical Science, Political Science, Sociology, Philosophy and Law. In order to obtain this broad foundation students should take not more than a Major (18-30 hours) in Economics during their college course and should postpone some of their economic studies until their graduate year. A student cannot thoroly prepare himself for this work without a full college course of four years and a graduate course of three years leading to the Doctor's degree.

Business Research—Opportunity is given to senior students and graduates to take part in the work of the Committee on Business Research under the direction of the chairman of that committee. Research may be carried on in other lines in the economic seminar under the direction of various members of the Faculty.

Accountancy—The courses in accountancy have been designed to meet the needs of three classes of students: those who wish to become business executives, those who wish to become professional accountants and those who wish to become teachers of commercial subjects. The university is especially fitted to give the broad training essential to those entering the field of public accountancy and the work has been so arranged as to meet all the requirements, aside from the required practical experience, of the examinations for the degree of Certified Public Accountant in the State of Nebraska and in other states.

Government Service—Students preparing for positions with the Federal Trade Commission, the Internal Revenue Service, the Interstate Commerce Commission, the Department of Labor, the Department of Commerce, the Department of State and other government departments, should consult with the Dean or the Chairman of the Employment Committee as to their course of study. In general, those preparing for government service at home should have a thoro training in economics, accounting, statistics and political science.

Consular and Diplomatic Service—The Consular Service is chiefly concerned with the foreign trade of the United States, while the Diplomatic Service has to do with poltical relations, yet they have much in common. Candidates for the Consular Service are examined in modern languages, political and commercial geography, economic

resources of the United States, political economy, American history and government, modern history, international law and maritime and commercial law. Students preparing for the Diplomatic Service should consult the Chairman of the Department of Political Science.

Municipal and Corporate Management—In preparation for work of this character students should give special attention to accountancy, business law, business organization, public finance, corporation finance, statistics, marketing and labor problems.

Foreign Trade—The courses in foreign trade and trade policies are supplemented by the courses in business law, international law, foreign relations and diplomacy. Students interested in Latin American trade will find special courses that will serve their needs in the departments of Modern Languages, Geography, Political Science and History.

Commercial and Investment Banking—Students preparing for work in banks or investment companies should have a broad training in business subjects, and a more special knowledge of accounting, theoretical and practical banking, corporation finance, investments, the money market and business law. Certain courses in geography and agriculture will be found useful, especially for country bankers, while those intending to practice banking abroad should follow the courses recommended for foreign trade.

Real Estate—For this line of work a general business training is desirable, together with a more special study of business law, insurance, investments, economic geography, soils and some special courses in architectural engineering.

Insurance—Actuarial work in life insurance, rating in fire insurance, special agency work and administrative positions in home offices are among the many branches of insurance calling for men trained to fill them. Students will find a knowledge of economics, law, finance, investment, statistics, salesmanship and the mathematics of insurance almost indispensable for this work. Practice in the use of calculating machines may be had in the statistical laboratory.

Secretarial Work—For this work, which is especially suited to business women, a thoro command of English is perhaps the most essential requisite, and a knowledge of books, magazines, reports and other sources of information is also very desirable. Shorthand, typewriting, accounting, banking, finance, business law and business organization are among the subjects recommended for a course of training going beyond mere office routine.

Chamber of Commerce Secretarial Service—Chambers of Commerce in towns and cities all over the country are endeavoring to

better the communities in which they are located. In order to accomplish this desirable end, trained organizers with special business training and experience are demanded. A knowledge of transportation, advertising, retailing, manufacturing, town surveys, industrial promotion, trade extension, charities and municipal government will be a great help to the chamber of commerce secretary in coping with the many complicated problems that are presented to him for solution.

Educational Directorship—Large retail stores, banks and other institutions of a similar character are beginning to realize the necessity of education for their employees. The officials of such concerns do not have the time nor the training to develop their organizations into effective working units. An opportunity exists in these for men and women of comprehensive business knowledge and a sympathetic personality who will train the employees in the technique of their profession, as well as eliminate friction between the different departments of the organization. The possibilities in this field are unlimited and thus far have only been touched.

Personnel Management—Closely related to the foregoing are the personnel departments that have been established in recent years in many large concerns to have charge of the employment and discharge of workers, reduction of labor turnover, welfare work, and the establishment and maintenance of harmonious relations between employers and employees. Students preparing for this sort of work should give special attention to the courses in business organization, labor problems, methods of industrial peace, socialism, psychology and sociology.

Sales Organization and Management—The pressure of production on markets is compelling manufacturers to organize sales departments rather than to market their goods thru customary channels. Training for sales management is secured thru courses in marketing, advertising, salesmanship, accounting, business organization and management and the broad field of work with which these courses are correlated.

Merchandising—For the student who desires to enter either wholesale or retail merchandising, the following basic courses are provided: transportation, insurance, investments, money and banking, business law, accounting, business organization and management, marketing, merchandising, advertising, salesmanship and sales-management. These courses, representing different phases of economic activity, are inter-related and have a direct bearing on present-day developments in the marketing of manufactured goods.

Advertising—This rapidly expanding field has extensive possibilities for both men and women. The narrow copy-writer is gradually being displaced by the more versatile. A liberal training in business and allied subjects gives the background necessary for effective copy-writing, as well as the ability to comprehend business organization, which is so necessary for the advertising manager.

Commercial Engineering—Because of the increasing demand for engineers of business training and experience, the College of Engineering, in cooperation with the College of Business Administration, offers a fifth year of work additional to the four-year engineering groups. The completion of this fifth year of work entitles the engineering graduate to the degree of Bachelor of Science in Commercial Engineering.

Engineering for Business Students—Students who expect to be connected with manufacturing, railways, ships, telegraph and telephone companies, mining, irrigation or other lines of business involving engineering of one kind or another, will find certain courses in the College of Engineering of great value to them. For this purpose the following courses have been suggested: shop work, properties and strength of materials, drawing and machinery analysis, applied mechanics, including hydraulics, and certain courses in mechanical and electrical engineering, amounting in all to about 30 semester hours. Students should consult the Dean of the College of Engineering for further information and advice.

Law—As a certain knowledge of law is an important part of a business training, most students will find the courses in business law (161, 162 and 164) well suited to their needs, but those who wish may substitute for these contracts, property and other courses in the College of Law. In fact, they may take as much as a year's work in law as "approved electives". Students preparing for the legal profession may take their first two years in the College of Business Administration and should consult the Dean of the College of Law about their work.

Agriculture—As farmers are a class of business men, students in the College of Agriculture will find certain courses in the College of Business Administration very useful to them, especially principles of economics, accounting, marketing, advertising, salesmanship, business law, business organization, railway transportation and public finance. Conversely, students in the College of Business Administration who expect to live in rural communities should take certain courses in the College of Agriculture, especially in the Department of Rural Economics.

Elective Courses—It should be noted that in the regular four-year course of study required of all candidates for the degree of Bachelor of Science in Business Administration, there are about 30 hours of "approved electives". This arrangement enables a student to specialize along any of the lines indicated above, or, if he prefers, to broaden his general knowledge by taking work in English, history, political science, philosophy or other essentials of a liberal education.

Courses for High School Teachers—Students in the College of Business Administration may, upon graduation, secure the First Grade State Certificate, by meeting the additional requirements of the Teachers College. Ordinarily, students preparing to teach commercial subjects are advised to take introductory economics and principles of economics, accounting and business law, with additional subjects according to special needs.

Shorthand and Typewriting—As teachers of Business usually need a knowledge of Shorthand and Typewriting, students should, if possible, acquire the elements of these subjects before entering the College of Business Administration. For the benefit of those who have not had this preparatory training, courses in Shorthand and Typewriting are given in the Teachers College High School.

Committee on Employment—As the College of Business Administration is constantly receiving calls for persons with University training to fill administrative positions in business concerns of all kinds and to serve as teachers of commercial subjects in high schools and colleges, a special committee of the faculty has been appointed to assist students in securing desirable positions upon graduation, as well as to keep such students informed of positions after graduation.

The University Commercial Clubs—The University Commercial Club is an organization of students which seeks to occupy a place in the University similar in many respects to that of commercial clubs in their respective localities. Regular meetings are held once a week. All men registered in the College of Business Administration are eligible to membership.

The Women's Division of the University Commercial Club is open to women taking courses in economics and business and thru associate membership to all women preparing for work outside of the home. One object of the club is to furnish information thru lectures and papers as to openings for women in all lines of work. Meetings are held every two weeks.

Alpha Kappa Psi is a national honorary fraternity organized to foster scientific research in the fields of Commerce, Accounts and Finance.

Special Lectures—In connection with many of the courses and with the meetings of the University Commercial Club, business men of Lincoln, Omaha and other parts of the state have been invited to give special lectures on the more practical side of the work, such as practical banking, insurance, advertising, salesmanship, special problems in private and public accounting. In this way the more theoretical work of the class room is brought into close relation with the more practical aspects of business life.

ORDER OF SUBJECTS PRESCRIBED FOR GRADUATION

FIRST YEAR

	First Semester Hours	Second Semester Hours
English 1, 2	2	2
Military Science (Men) or Physical Education 51, 52 (Women)	1	1
Foreign Language[1]	3–5	3–5
Mathematics[2] or Science	3	3
Economics 3, 4 or Geography 71, 72	2	2
Economics 5, 6	3	3
Approved Electives	2–0	2–0
	16	16

SECOND YEAR

English 11, 12 (or other approved courses)	3	3
Military Science (Men) or Physical Education 53, 54 (Women)	1	1
Science or Mathematics	3	3
History[3]	3	3
Economics 11, 12	3	3
Economics 31, 32	2	2
Economics 21, 22 or approved electives	2	2
	17	17

[1]Students who have had two years of a single foreign language are required to take six hours of the same language, or they may take ten hours of some other foreign language.

[2]Students must take six hours of mathematics and six hours of one science, or twelve hours of science. They may select their science subjects from the following list: chemistry, physics, zoology, botany, general physiology, bacteriology or geology. Students are strongly advised to take both mathematics and science and to take mathematics in the first year. They should normally take Mathematics 11 in the first semester and Courses 12 or 40 in the second semester.

[3]Students are required to take consecutive courses of history in a certain field, European, English or American, as the case may be.

THIRD YEAR

	First Semester Hours	Second Semester Hours
Political Science[1]	3	3
Economics 161, 162	3	3
Economics 141, 142	2	2
Economics 101, Philosophy	3	5
Approved Electives	3	2
	14	15

FOURTH YEAR

Economics 181 or 185 or 171, 108 or 110 or 116	3	3
Economics 105 or 125, 106 or 126	2	2
Approved Electives	10	10
	15	15

[1]Students taking Political Science in their first or second years are advised to take Courses 1 and 2; but juniors and seniors should take Courses 145 and 164 or such other courses as may be agreed upon with their advisers.

COURSES OF INSTRUCTION

In the following courses a credit hour represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitations, preparation or laboratory.

Economics and Commerce

JUNIOR DIVISION COURSES

3. Introduction to Economics and Commerce—Freshman course. A preliminary survey of the subject, designed to give the student a knowledge of the structure and functions of the various business institutions and the essentials of domestic and foreign commerce. Credit 2 hours. First semester.
Mr. Bullock, Mr. Fullbrook, Mr. Conner, Mr. Pike

4. Introduction to Economics and Commerce—Course 3 continued. Second semester.

5. Principles of Accounting—Introductory course designed to furnish such a knowledge of accounting as will be of value to the business executive and will also serve as a foundation for the work of the professional accountant. Laboratory 3 hours, credit 3. First and second semesters.
Mr. Cole, Mr. Darlington, Mr. Pike

6. Principles of Accounting—Course 5 continued. Second semester.

8. Principles of Accounting—Open only to Engineers. Laboratory 3 hours, credit 3. Second semester. Mr. Cole

11. Principles of Economics—Study of the basic facts and principles of economic life in their application to private and public welfare. Laws of production, exchange, distribution and consumption of wealth. Credit 3 hours. First and second semesters. Mr. Virtue, Mr. Kirshman, Mr. Bullock, Mr. McNeill, Mr. Fullbrook, Mr. Conner

12. Principles of Economics—Course 11 continued. Second semester.

13. Principles of Economics—For engineering students only. Credit 3 hours. First and second semesters. Mr. McNeill

21. Economic History of the United States—Colonial industries and commerce, with their European background; economics of the revolution; struggle with the mercantile system; history of basic industries to about 1860; financial and tariff legislation. Credit 2 hours. First semester. Mr. Virtue

22. Economic History of the United States—Course 21 continued. Westward expansion; land policy and our agricultural development; farmers' movements; evolution of the transportation system; rise of corporations and trusts; the labor problem; American shipping and commerce. Second semester.

31. MARKETING—A detailed analysis of the distribution of manufactured products; selling agencies, their organization, function and problems; market analyses; substitutes for the middleman; advertising as a marketing device; special marketing problems. Credit 2 hours. First semester. Mr. Ivey

32. MARKETING—Course 31 continued. Trade marks and unfair competition; price policies; costs of marketing; problems of sales management; a brief survey of the marketing of raw materials; critique of present marketing system. Second semester.

SENIOR DIVISION COURSES

Prerequisite for all senior division courses: Courses 11 and 12.

101. MONEY AND BANKING—Functions of money; monetary standards; value of money; history of our monetary system; credit and foreign exchange; functions of banks; issue of bank notes; defects of old banking system; Federal Reserve System. Credit 3 hours. First semester. Mr Kirshman

102. PRACTICAL BANKING—The banker's point of view is assumed thruout. Organization and daily operations within the bank. Loans, discounts, collateral, transits, exchange and inter-banking relations are covered. The bank is treated as a going concern. Credit 3 hours. Second semester. Mr. Kirshman

105. CORPORATION FINANCE—Railroad, industrial and public utility corporations; corporate securities; promotion and capitalization; administration of income; consolidations; receivership and reorganization; analysis of corporate reports. Credit 2 hours. First semester. Mr. Kirshman

106. CORPORATION FINANCE—Course 105 continued. Second semester.

108. TRUST PROBLEMS—Rise and growth of trusts; various types of trusts; federal and state regulation of trusts; commission control; court decisions; economic bases of combinations; proposed remedies. Credit 3 hours. Second semester. Mr. Bullock

109. ECONOMIC CRISES—Comparative study of crises from the seventeenth century to the present. Theory of crises; transmission of crises from country to country; fluctuation in investment, bank items and prices; business barometrics. Credit 2 hours. First semester. *(Not given in 1922-1923.)*

110. INVESTMENTS—Economics of investment; safeguarding investment funds; corporate, municipal, government, foreign securities; principles of investment; taxation; the money market; technique of investment; analysis of corporation reports. Credit 3 hours. Second semester. Mr. Kirshman

111. FIRE INSURANCE—History and economics of fire insurance; analysis of hazard; determination of the rate; organization of companies and agencies; the standard policy; coinsurance and reinsurance; loss adjustment; finances of companies; public regulation; Nebraska code and practice. Credit 3 hours. First semester. Mr. Wolfe

112. Life Insurance—History of life insurance; insurance administration; governmental control; methods of computing premiums; organization and management of agencies; taxation; comparative study of policy contracts. For the mathematical basis of insurance see Mathematics 42. Credit 3 hours. Second semester.
Mr. Wolfe

116. Statistics—Theory, preparation and interpretation of statistics; kinds of averages and their uses; frequency curves; the normal curve of distribution; correlation; accuracy; graphic methods. Laboratory 2 hours, credit 3. First semester.
Mr. Wolfe

120. Tariff History of the United States—Relation of the tariff to industry and trade; tariff systems of other countries; protection and free trade; reciprocity agreements; selected industries in relation to tariff legislation; tariff administration. Credit 2 hours. Second semester. *(Not given in 1922-1923.)*
Mr. Virtue

121. International Trade and Trade Policies—Historical sketch of modern commerce; recent commercial developments; theory of international trade; commercial policies, mercantilism, free trade, protection; tariff policies of the United States and other important countries; merchant marine. Credit 2 hours. First semester. Mr. Fullbrook

122. Methods of Foreign Trade—Export and import methods; promotion of foreign business, export department, commission houses, forwarding agents and other sales agencies; agencies for promoting foreign commerce; consular service; combinations for foreign trade; financing foreign trade. Credit 2 hours. Second semester. Mr. Fullbrook

124. Financial History of the United States—Financial operations of the Federal government since 1789; sources of Federal revenue and objects of expenditure; financial management in time of war; the public debt; evolution of monetary and banking systems. Credit 3 hours. Second semester. *(Not given in 1922-1923.)* Mr. Virtue

125. Railway Economics—Growth of the railway net;. methods of system development; capital and capitalization; railway organization and service; theory of rates; rate structures; state and federal regulation; results of national operation during the war; Act of 1920. Credit 3 hours. First semester. Mr. McNeill

126. Municipal Industries—Development in the United States and foreign countries; franchises; organization; service; financial management; valuation of tangible and intangible assets; public regulation of rates and service; public ownership and operation. Credit 3 hours. Second semester. Mr. McNeill

131. Principles of Advertising—The purpose and function of advertising; psychological problems involved; the physical structure of copy; selecting mediums; testing advertisements; elements of display; principles of form, color, illustration, ornament and type. Credit 2 hours. First semester. Mr. Ivey

132. ADVERTISEMENT WRITING—Assignments given in the formulation of campaigns, writing copy, designing layouts, selecting type, etc., for various kinds of merchandise. Course is conducted in cooperation with various Lincoln business houses. Credit 2 hours. Second semester. Mr. Ivey

135. RETAIL STORE MANAGEMENT—A study of retail store problems as regards accounts and operating expenses; store organization; store location; store lay-out, equipment and service; purchasing and selling; education and employment; different types of stores and their special problems. Credit 2 hours. First semester. Mr. Ivey

136. SALESMANSHIP—Wholesale, specialty and retail salesmanship. A study of different types of customers and their buying motives; the relationships of merchandise; the salesman's personality; the mental law of sale; meeting objections; selling by suggestion; sales campaigns; demonstration sales. Credit 2 hours. Second semester. Mr. Ivey

141. BUSINESS ORGANIZATION—Study of the underlying principles of organization and management and their application in various types of business undertakings. Credit 2 hours. First semester. Mr. Martin

142. BUSINESS ORGANIZATION—Course 141 continued. Second semester.

151. COST ACCOUNTING—Essential features of accounting for manufacturing concerns with particular reference to the securing of unit costs and the application of cost data in plant management. Prerequisite: Courses 5 and 6. Laboratory 3 hours, credit 3. First semester. Mr. Cole

152. COST ACCOUNTING—Course 151 continued. Second semester.

153. ADVANCED ACCOUNTING—Advanced theory of accounting with practice in the solution of problems selected from C. P. A. examinations. Valuation of assets; capital vs. revenue expenditures; good-will; depreciation; reserves and reserve funds; sinking funds. Prerequisite: Course 6. Credit 3 hours. First semester. Mr. Martin

154. ADVANCED ACCOUNTING—Course 153 continued. Realization and liquidation accounts; insolvency accounts; executorship and trustee accounts; governmental accounting; insurance company accounts and similar topics. Second semester.

155. AUDITING—Duties and responsibilities of an auditor; the methods of conducting various kinds of audits; the preparation of the auditor's report; the auditor's certificate; special problems in the audit of different kinds of business undertakings. Prerequsite: Course 154. Credit 2 hours. First semester. Mr. Martin

161. BUSINESS LAW—Contracts, including mistake, fraud, duress and capacity of parties; sales and mortgages of personal property; bailments. Credit 3 hours. First semester. Mr. Bullock

162. BUSINESS LAW—Course 161 continued. Negotiable instruments; suretyship and guaranty; agency; partnership; private corporations; bankruptcy. Second semester.

164. Business Law—Study of the law relating to particular kinds of business. Open to a limited number of senior students. Credit 1 hour. Second semester. Mr. Bullock

171. Public Finance—Principles of public finance; public expenditures; financial administration, with special reference to budget procedure; sources of revenue; nature of the taxing power; tax systems of leading countries; the income tax. Credit 3 hours. First semester. Mr. Virtue

172. Public Finance—Course 171 continued. Public debts and war finance; state and local taxation; the revenue system of a typical state, Nebraska; movement for tax reform; the single tax; county and municipal finance. Second semester.

181. Labor Problems—History of the labor movement in Europe and America; theory of wages; methods of remuneration; migration; rise and fall of wages; labor legislation; labor and the war. Credit 3 hours. First semester. Mr. LeRossignol

182. Methods of Industrial Peace—Organization of employers and laborers; strikes and settlement of disputes; trade agreements; voluntary and compulsory arbitration; experience of New Zealand, Australia and Canada. Credit 3 hours. Second semester. *(Not given in 1922-1923.)* Mr. LeRossignol

185. Socialism—History of socialistic thought before the French Revolution; utopian theories of Owen, Saint-Simon, Fourier; anarchistic theories of Proudhon and Bakunin; Karl Marx and other German socialists; syndicalism; the I. W. W.; guild socialism; bolshevism. Credit 3 hours. Second semester. Mr. LeRossignol

191. Advanced Economics—Review of economic theory, together with a history of economic thought, ancient, medieval and modern; recent economic theories in relation to industrial conditions. Credit 2 or 3 hours. First semester. Mr. LeRossignol

192. Advanced Economics—Course 191 continued. Second semester.

Graduate College Courses

201. Economic Seminar—Intensive study of selected subjects under the personal direction of members of the Faculty. Reports of investigations by students and Faculty. General discussion and criticism. Open to graduates and other advanced students. Credit 2 or 3 hours. First semester. Mr. LeRossignol, Mr. Wolfe

202. Economic Seminar—Course 201 continued. Second semester.

The following courses chosen from several departments of the University include subjects required in the College of Business Administration, as well as recommended electives. Students may elect still other approved courses in addition to the college requirements.

English

1. English Composition—Instruction and practice in elementary composition. Themes, conferences. Credit 2 hours. First and second semesters.
The Teaching Staff

2. English Composition—Course 1 continued. First and second semesters.

(Courses 1 and 2 are required of freshmen in all colleges except as provided in note under English 4.)

3. English Composition—Expository writing and kindred forms of expression. Credit 2 hours. First semester. Mr. Frye, Mr. Gass, Miss McPhee

4. English Composition—Course 3 continued. Second semester.

(Courses 3 and 4 are required of freshmen with eight points English credit from Omaha, Lincoln, Teachers College High School, York and Beatrice.)

11. Business English—Second year course for students in the College of Business Administration only. Prerequisite: Courses 1 and 2, or 3 and 4. Credit 3 hours. First semester. Mr. Weseen

12. Business English—Course 11 continued. Second semester.

21. English Literature—Introductory course designed to develop a sense of values, and an appreciation of the best in literature. Literary elements and principles, with assisted study of modern poetry and prose. Credit 3 hours. First and second semesters. Mr. Buck, Mr. Stuff, Mr. Scott

22. English Literature—Course 21 continued. Literary elements and principles, continued; short story, dramatic monolog and poetry and prose. First and second semesters.

Geography

61. General Geography—Designed as an introductory course in Geography for prospective teachers. Illustrated. References asssigned. Laboratory 2 or 4 hours, credit 2 or 3. First semester. Mr. Bengtson, Miss Anderson

63. Geography of the Land—Covers the elements of physical geography especially with respect to the land and its agricultural and industrial relations. Illustrated. Laboratory 2 or 4 hours, credit 2 or 3. First semester.
Mr. Bengtson, Miss Anderson

64. Geography of the United States—A study of the natural regions of the country. Emphasis given the development of major resources and industries such

as agriculture, mining, manufacturing and transportation. Fundamental in interpretation of American history. Laboratory 2 or 4 hours, credit 2 or 3. Second semester.
Mr. Bengtson, Miss Anderson

71. Economic Geography—Covers geographic distribution of the principal mineral resources and the development of industries directly dependent upon them. Special attention given coal, petroleum, natural gas, iron and steel and water power. Illustrated. Credit 2 or 3 hours. First semester. Mr. Bengtson

72. Economic Geography—Deals with the non-mineral group, especially the wheat, corn, sugar, cotton, sheep and wool and cattle industries. The geographic factors affecting the trade movements of food and textiles are emphasized. Illustrated. Credit 2 or 3 hours. Second semester. Mr. Bengtson

163. Geography of Nebraska—A study of Nebraska emphasizing its natural resources and industrial development. Illustrated. Designed especially for students in the Arts and Sciences and Teachers Colleges. Credit 2 hours. First and second semesters. Miss Anderson

164. Agricultural Geography of Nebraska—A study of the fundamental controls—climate, structure, topography, water supplies and soils—affecting the agricultural development of the state. For men students especially interested in agriculture or engineering. Credit 2 hours. Second semester Mr. Bengtson

167. Geography of Latin America—Considers physiography, climate, resources and industries of the Latin American countries. Emphasis placed on trade relations. Credit 2 or 3 hours. First semester. Mr. Bengtson

168. Geography of Europe—Regional study of the European countries emphasizing relief, climate, resources and industrial development. Special attention to geographic problems made prominent by the Great War. Fundamental in interpretation of European history. Lectures illustrated. Credit 2 or 3 hours. Second semester. Mr. Bengtson

History

3. Introductory Courses in European History—(Not more than one of these courses may be taken by any student for credit.)

A. Formation of a World Society—A survey of European History from the earliest times to 1920, including an introduction to historical method. Credit 3 hours. First semester. Mr. Fling

B. European History—376-1648. A drill upon the essential facts of mediaeval and early modern history. Text-book supplemented by collateral reading. Credit 3 hours. First semester. Mr. McFayden

C. Survey of World History to 1789—Credit 3 hours. First semester.
Miss Pfeiffer

4. Introductory Courses in European History—(Not more than one of these courses may be taken by any student for credit.)

A. Formation of a World Society—Course 3A continued. Credit 3 hours. Second semester. Mr. Fling

B. European History—1648-1920. Course 3B continued. Credit 3 hours. Second semester. Mr. McFayden

C. Survey of World History, 1789 to 1920. Course 3C continued. Credit 3 hours. Second semester. Miss Pfeiffer

9. General Survey of American History, 1607-1829—Especially designed for those who have not had a general survey of American History in the high school. Credit 3 hours. First semester. Mr. Cochran, Miss Reynoldson

10. General Survey of American History, 1829-1921—Course 9 continued. Second semester.

150. Recent and Current American History—Survey of American History, 1901-22 together with a study of current problems facing the United States. Training in criticism of present-day sources. Prerequisite: Six hours of history, or Course 145 or Course 149. Credit 3 hours. Second semester. Mr. Cochran

Mathematics

11. Algebra—Prerequisite: Four points high school credit. Credit 3 hours. First and second semesters.

12. Trigonometry—Prerequisite: Course 11 or proficiency in algebra thru logarithms. Credit 3 hours. First and second semesters.

40. Theory of Investments—Interest, annuities, amortization, valuation of bonds, etc. Prerequisite: Course 1 or 11. Credit 3 hours. Second semester. Mr. Brenke

140. Mathematical Theory of Insurance—Insurance, mortality, interest, investment, annuities, probabilities, expectation, net premiums, loading, commutation columns, valuation, surplus, state supervision, etc. Prerequisite: Courses 11 and 40. Credit 3 hours. First semester. Mr. Brenke

141. Mathematical Theory of Insurance—Prerequisite: Course 140. Credit 3 hours. Second semester. Mr. Hiller

142. Mathematical Theory of Statistics—Averages, graphical representation of statistics, frequency curves, correlation, smoothing of statistics, with applications to statistical problems in biology, economics and physics. Prerequisite: Course 2 or 13. Credit 3 hours. First semester.

143. Mathematical Theory of Statistics—Course 142 continued. Second semester.

Military Science and Tactics

(Reserve Officers' Training Corps)

Professors of Military Science and Tactics.

Colonel Americus Mitchell, Infantry, U. S. A.
Major Sidney Erickson, Infantry, U. S. A.
Captain Robert W. Nix, Jr., Infantry, U. S. A.
Captain James H. Hagan, Infantry, U. S. A.
Captain Butler L. Knight, Infantry, U. S. A.
Captain William G. Murphy, Infantry, U. S. A.
Captain Morris H. Forbes, Infantry, U. S. A.

The courses of instruction in the basic course are as follows:

FIRST YEAR — Instruction Hours*

I. Infantry Drill Regulations 65
Principles and methods of instruction in close and extended order to include the school of the company and participation in military ceremonies.

II. Rifle Marksmanship 13
Instruction in the use of the rifle and gallery practice.

III. Scouting and Patrolling 8

IV. Physical Training 8

V. Military Courtesy 2
Fundamental principles of military discipline.

Credit 1 hour per semester.

SECOND YEAR

I. Map Reading and Military Sketching 24

II. Infantry Weapons 26
The bayonet, automatic rifle, hand and rifle grenades.

III. Musketry 24

IV. Command and Leadership 16
Instruction and Practice as non-commissioned officers.

V. Military Hygiene, Sanitation and First Aid 6

Credit 1 hour per semester.

*By hour is meant the actual time spent in the subject.

Modern Languages

1. Beginning French—Grammar, pronounciation, reading. Credit 5 hours. First and second semesters.

2. Beginning French—Course 1 continued. Grammar, conversation and reading of such texts as Labiche *(Voyage de M. Perrichon)*, Hugo *(LaChute)*, Daudet *(Tartarin de Tarascon)*. Prerequisite: Course 1. Credit 5 hours. First and second semesters.

3. Second Year French—Reading of such authors as Daudet, Maupassant, About, France, Loti, Rostand, Augier, Moliere. Prerequisite: Course 2. Credit 3 hours. First and second semesters.

4. Second Year French—Course 3 continued. Prerequisite: Course 3. First and second semesters.

51. Beginning Spanish—Grammar, conversation and easy readings. Credit 5 hours. First and second semesters.

52. Beginning Spanish—Course 51 continued. Reading of such texts as Vital Aza *Zaragueta*, Alarcon *El Capitan Veneno*, Quintero *Dona Clarines*. Prerequisite: Course 51. Credit 5 hours. First and second semesters.

53. Second Year Spanish—Modern prose writers, Galdes, Valdes, Echegaray, the Quinteros. First semester.

54. Second Year Spanish—Course 53 continued. Second semester.

53a. Composition—Conversation and introductory correspondence. Special attention will be paid to elementary commercial correspondence with reference to Spanish America. The ability to use Spanish orally and in writing will be emphasized. Prerequisite: Course 52. Credit 2 hours. First and second semesters.

54a. Composition—Course 53a continued. Second semester.

71. Beginning German—Careful and thoro study of the fundamentals of the language, grammar and readings. Credit 5 hours. First semester.
Mr. Fossler, Mr. Alexis

72. Beginning German—Grammar and reading studies continued. Easy composition exercises. Prerequisite: Course 71. Credit 5 hours. Second semester.
Mr. Fossler, Mr. Alexis

Philosophy

20. Ethics—Problems of individual and social conduct; the bearing of sound ethical principles upon every day life. Credit 3 hours. First and second semesters.
Mr. Hinman

100. Introductory Psychology—Prerequisite to any other senior division or graduate course in psychology offered by the department. Laboratory 4 hours, credit 5. First and second semesters. Miss Hyde

101. Advanced Psychology—For students who have completed Course 100 or its equivalent. Credit 2 hours. First semester. Given in alternate years with Course 105. Miss Hyde

102. Advanced Psychology—Course 101 continued. Prerequisite: Course 100. Second semester.

110. Applied Psychology—The application of the principles and methods of psychology to the problems of individual, social, professional and industrial efficiency. Students with special interests will have the privilege of developing them in a special paper. Prerequisite: Course 100. Credit 2 hours. First and second semesters. Mr. Weber

151. History of Philosophy—Survey of the principal philosophical systems in their development and relation to the political and social conditions of their times. Credit 3 hours. First semester. Mr. Alexander

152. History of Philosophy—Course 151 continued. Second semester.

Political Science and Sociology

1. American Government—A study of the growth, organization and workings of the National Government. Open to freshmen and sophomores. Credit 3 hours. First and second semesters.

Mr. Aylsworth, Mr. Senning, Mr. Noble, Mr. Boots, Miss Gettys

2. American Government—Course 1 continued. A study of the growth, organization and workings of state and local governments. Prerequisite: Course 1. Credit 3 hours. First and second semesters.

Mr. Aylsworth, Mr. Senning, Mr. Noble, Mr. Boots, Miss Gettys

108. Poverty and Dependence—Causes of poverty; principles of prevention and relief; care and training of physically and mentally handicapped thru public and private agencies. Credit 3 hours. Second semester. Mrs. Williams

121. Immigration—Factors controlling the movement of population; migrating peoples of modern times; immigration policies of various countries compared with the American policy; history of immigration to the United States, and effects upon our national life. Credit 2 hours. First semester. Mrs. Williams

133. Social Origins—A study of the early life of mankind as revealed in material remains, customs, institutions and beliefs. Credit 3 hours. First semester. Mr. Webster

134. Social Origins—Course 133 continued. Second semester.

141. British Government and Politics—A study of British political institutions and problems, both national and imperial, in comparison with our own. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 3 hours. First semester. Mr. Aylsworth

142. Continental European Governments—A study of the chief types of Continental political systems, such as France, Germany, Switzerland, Belgium and Italy. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 3 hours. Second semester. Mr. Aylsworth

143. Federal Administration—A study of the organization and functions of the departments, commissions and bureaus under the President. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 2 hours. First semester. Mr. Senning

144. State Administration—A systematic study of the administrative organization and functions of the executive branch of state government. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 2 hours. Second semester. Mr. Senning

145. Principles of Political Science—Origin, nature, forms and functions of the state; sovereignty and liberty; citizenship and nationality; constitutions; principles and methods of political organization. Open to juniors and above, and sophomores having had Courses 1 and 2. Credit 3 hours. First semester. Mr. Senning

146. American Political Theory—Traces the evolution of American political ideas from Colonial times to the present day. Prerequisite: 6 hours of Political Science or 12 hours of History. Credit 3 hours. Second semester. Mr. Senning

149. Municipal Government—Organization and administration of cities of the United States with some European comparisons; growth of cities; city home rule, council and mayor, commission government, city manager plan. Prerequisite: 6 hours of Political Science. Credit 3 hours. First semester. Mr. Boots

150. Municipal Administration—A study of the functions of municipalities, cities at work; the problem of efficient service, city planning, health, police, waste disposal, housing, food supply, etc. Text readings, assignments. Credit 3 hours. Second semester. Mr. Boots

154. Government and Industry—A study of the points of contact between private undertakings and governmental authority, mainly descriptive of the purpose, extent, agencies and methods of governmental control of economic, social and industrial activities. Prerequisite: Courses 1 and 2 or junior or senior standing. Credit 2 hours. First semester. Mr. Boots

157. International Law—The basic principles governing the international relations of states in peace. Emphasis is placed on the study of actual cases. Prerequisite: 6 hours of Political Science or History. Credit 2 hours. First semester. Mr. Noble

158. International Law—Course 157 continued. Law of war and neutrality. Second semester.

163. Latin American Political Institutions—A study of the origin, constitutional development, present political institutions and problems of the republics of

Latin America with special reference to their relation to the United States. Open to juniors and seniors only. Credit 2 hours. Second semester. Mr. Aylsworth

164. Social and Economic Legislation—A consideration of the constitutionality of laws, the public policy prompting legislation, and the principles of social and economic progress upon which such legislation is based. Prerequisite: 6 hours of Political Science or of Economics. Credit 3 hours. Second semester. Mr. Senning

170. Diplomacy: Practice and Control—The growth, organization and workings of the diplomatic and consular system; showing the character and duties of diplomatic and consular officers; the control of foreign affairs in the United States and the problems of the service. Prerequisite: 6 hours of Political Science or of History. Credit 2 hours. Second semester. Mr. Noble

Rural Economics

1. Farm Documents—The legal phases of farm business. Contracts, leases, deeds, mortgages, abstracts, negotiable instruments and other legal papers. The Nebraska laws and decisions relating to fences, irrigation, drainage and numerous other farm topics. Open to all but freshmen. Credit 2 hours. First semester. Mr. Rankin

2. Farm Accounts—A practical system of cost accounts for the farmer. Income determined as required by the income tax law. Open to all but freshmen. Laboratory 4 hours, credit 2. Second semester. Mr. Medlar

3. Farm Organization—Factors which influence farm profits. Types of farming and their adaptation to different regions, size of the farm unit, capital, labor, systems of land tenure, maintenance of soil fertility, cropping systems, the farmstead, field arrangements. Open to all but freshmen. Laboratory 2 hours. Credit 3. First and second semesters. Mr. Medlar

4. Rural Economics Seminar—Each student investigates and reports upon some particular problem. Prerequisite: Courses 3, 11, 16 or 17. Credit 1 to 5 hours. Second semester. Mr. Filley, Mr. Rankin, Mr. Medlar

11. Marketing of Farm Products—The fundamentals of marketing. Topics studied include cost of marketing, produce exchanges, price quotations, future trading, inspection and grading, methods of sale and transportation. Marketing of cereal crops is studied in detail. Open to juniors and above. Credit 3 hours. First semester. Mr. Filley

12. Marketing of Farm Products—Course 11 continued. The marketing of live stock and live stock products is studied in detail. Different types of animals are traced from the farm to the consumers' table. The latter part of the semester is devoted to a study of the retail store. Second semester.

13. Special Methods in Teaching Farm Organization and Accounting—Adaptation of material to secondary school conditions. Study of Farm Manage-

ment problems for high schools. Text books, supplementary literature and teaching methods. Credit 2 hours. First semester. Mr. Medlar

16. RURAL ECONOMICS—A study of economic problems which Nebraska farmers must meet; forms of land tenure, rural credit, farm insurance, labor, transportation, taxation. Prerequisite: Economics and Commerce Course 11. Required for teachers of agriculture under the Smith-Hughes Act. Credit 3 hours. Second semester. Mr. Rankin

17. RURAL SOCIOLOGY—An application of the principles of sociology to Nebraska farm problems; material basis of the farmer's social life, social organization, farm population, health, sanity, morality, politics, churches and schools. Open to juniors and above. Required for teachers of agriculture under the Smith-Hughes Act. Credit 3 hours. First semester. Mr. Rankin

18. THE RURAL COMMUNITY—A study of the origin and development of the rural community and its present types, organization, institutions, problems and progress. Related subjects which should be understood by county agents, home demonstration agents and all who would lead or understand rural communities will be given especial attention. Credit 3 hours. Second semester. Mr. Rankin

PRIMARILY FOR GRADUATES

7. FARM MANAGEMENT SURVEY—Field work, tabulation and analysis of data. Field work may be done during vacation. Prerequisite: Courses 3 and 4. Admission by consent of the instructor. Credit 1 to 5 hours. First semester. Mr. Filley

8. FARM MANAGEMENT SURVEY—Course 7 continued. Second semester.

27u.Zb
923/24

BULLETIN

OF

THE UNIVERSITY OF NEBRASKA

COLLEGE OF BUSINESS ADMINISTRATION

UNIVERSITY OF ILLINOIS LIBRARY
APR 9 1923

ANNOUNCEMENTS, 1923-24

PUBLISHED BY THE UNIVERSITY LINCOLN, NEBRASKA

Series XXVIII No. 10

BULLETIN

OF

THE UNIVERSITY OF NEBRASKA

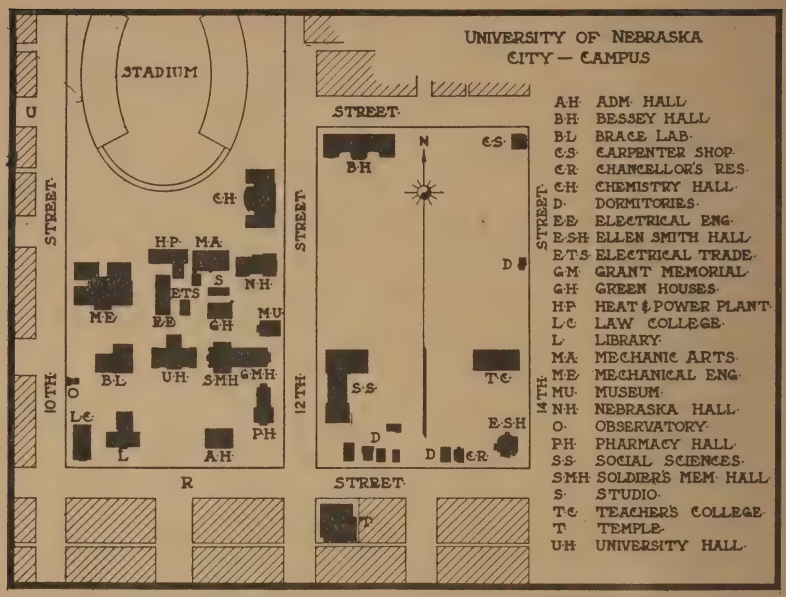
COLLEGE OF BUSINESS ADMINISTRATION

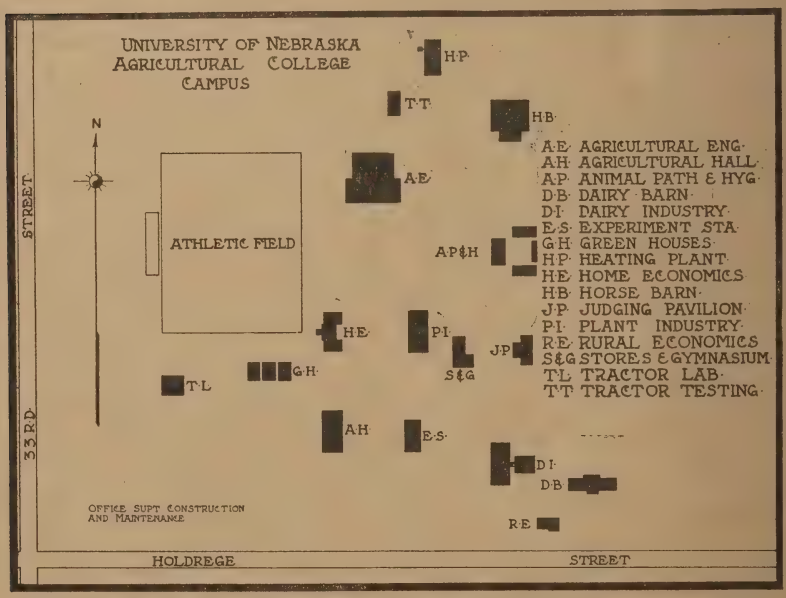
ANNOUNCEMENTS, 1923-24

Published by the University April 2, 1923

The Bulletin of the University of Nebraska is published monthly in November, semi-monthly in January and May, tri-monthly in February, weekly in March and semi-weekly in April of each year by the University of Nebraska. Entered at the Post-Office at Lincoln, Nebraska, as second-class matter under Act of Congress, July 16, 1894.

Acceptance for mailing at special rate postage provided for in Section 1103, Act of October 3, 1917, authorized July 18, 1918.


UNIVERSITY OF NEBRASKA
CITY — CAMPUS
STADIUM
U STREET
10TH STREET
12TH STREET
14TH STREET
R STREET
STREET
N
C.H
H.P
M.A
S
N.H
E.T.S
M.E
E.E
G.H
M.U
B.L
U.H
S.M.H
G.M.H
O
L.C
L
A.H
P.H
B.H
C.S
D
S.S
T.C
E.S.H
C.R
T
A.H ADM. HALL
B.H BESSEY HALL
B.L BRACE LAB.
C.S CARPENTER SHOP
C.R CHANCELLOR'S RES.
C.H CHEMISTRY HALL
D. DORMITORIES
E.E ELECTRICAL ENG.
E.S.H ELLEN SMITH HALL
E.T.S ELECTRICAL TRADE
G.M GRANT MEMORIAL
G.H GREEN HOUSES
H.P HEAT & POWER PLANT
L.C LAW COLLEGE
L LIBRARY
M.A MECHANIC ARTS
M.E MECHANICAL ENG.
M.U MUSEUM
N.H NEBRASKA HALL
O. OBSERVATORY
P.H PHARMACY HALL
S.S SOCIAL SCIENCES
S.M.H SOLDIER'S MEM. HALL
S STUDIO
T.C TEACHER'S COLLEGE
T TEMPLE
U.H UNIVERSITY HALL


UNIVERSITY OF NEBRASKA
AGRICULTURAL COLLEGE
CAMPUS
N
STREET
33RD
ATHLETIC FIELD
H.P
T.T
H.B
A.E
A.P&H
H.E
P.I
J.P
S&G
G.H
T.L
A.H
E.S
D.I
D.B
R.E
OFFICE SUPT CONSTRUCTION AND MAINTENANCE
HOLDREGE STREET
A.E AGRICULTURAL ENG.
A.H AGRICULTURAL HALL
A.P ANIMAL PATH & HYG.
D.B DAIRY BARN
D.I DAIRY INDUSTRY
E.S EXPERIMENT STA.
G.H GREEN HOUSES
H.P HEATING PLANT
H.E HOME ECONOMICS
H.B HORSE BARN
J.P JUDGING PAVILION
P.I PLANT INDUSTRY
R.E RURAL ECONOMICS
S&G STORES & GYMNASIUM
T.L TRACTOR LAB.
T.T TRACTOR TESTING

Social Science Hall

CALENDAR FOR 1923-24 OF ALL COLLEGES AND SCHOOLS

1923		
September 17-19	Monday-Wednesday	Entrance examinations and registration, first semester
September 20	Thursday	First semester classes begin
September 22	Saturday, 8 p. m.	University reception to all students
September 25	Tuesday, 11 a. m.	Opening address by Chancellor
October 8	Monday	School of Agriculture, first semester begins
October 20	Saturday	First-quarter reports
November 17	Saturday	Mid-semester reports
November 29	Thursday	Thanksgiving holiday
December 15	Saturday	Third-quarter reports
December 22	Saturday, noon	Christmas recess begins
1924		
January 2	Wednesday, 8 a. m.	Christmas recess ends
January 7-12	Monday-Saturday, noon	Registration, second semester, for resident students
January 14	Monday	School of Agriculture, second semester begins
January 21-25	Monday-Friday	First semester examinations
January 25, 26	Friday-Saturday, noon	Registration for new students
January 28	Monday	Second semester classes begin
February 14	Thursday	Phi Beta Kappa and Sigma Xi address
February 23	Saturday	First-quarter reports
March 22	Saturday	Mid-semester reports
March 29	Saturday, noon	Spring recess begins
April 3	Thursday, 8 a. m.	Spring recess ends
April 11	Friday	School of Agriculture Commencement
April 19	Saturday	Third-quarter reports
May 19-24	Monday-Saturday, noon	Registration for first semester 1924-25
May 29-June 3	Thursday-Tuesday	Second semester examinations
June 1	Sunday	Baccalaureate Sermon
June 5	Thursday	Teachers College High School Commencement
Commencement Week		
June 4-6	Wednesday-Friday	Ivy Day-Alumni Day-Class Day
June 7	Saturday	Fifty-third Annual Commencement
Summer Session, 1924		
June 6, 7, 9	Friday, Sat., Mon.	Registration, summer session
June 10	Tuesday	Summer session classes begin
July 15, 16	Tuesday-Wednesday	Registration second term
July 16	Wednesday	First term closes
July 17	Thursday	Second term classes begin
August 22	Friday	Summer session closes
1924-25		
September 15	Monday	First semester begins

THE UNIVERSITY

Colleges and Schools of the University. The University of Nebraska comprises the following colleges and schools:

The Graduate College.
The College of Arts and Sciences, including the School of Fine Arts.
The College of Agriculture.
The College of Engineering.
The College of Law.
The Teachers College.
The College of Medicine.
The College of Pharmacy.
The College of Business Administration.
The College of Dentistry.

The Teachers College High School, the School of Agriculture, the Nebraska School of Agriculture at Curtis, the Nebraska Agricultural Experiment Station, the Experimental Substations at North Platte, Valentine and Scottsbluff, the Irrigation School at Scottsbluff, the Agricultural Extension Service, the University Extension Division and the Trades School are also under the supervision of the Board of Regents of the University.

For separate catalogs or information regarding any of the above colleges or schools, address

The REGISTRAR
The University of Nebraska,
Lincoln, Nebraska

THE BOARD OF REGENTS

Members, 1923	Term Expires
JOHN ROBINSON WEBSTER, President, Omaha	1925
FRANK WOODHULL JUDSON, Omaha	1925
WILLIAM LAVERNE BATES, Lincoln	1927
GEORGE N. SEYMOUR, Elgin	1927
HARRY DEWITT LANDIS, Seward	1929
WILLIAM P. WARNER, Dakota City	1929

James Stuart Dales, Recording Secretary.

OFFICERS OF ADMINISTRATION AND INSTRUCTION

The University

Samuel Avery, Ph.D., LL.D., Chancellor of the University.

Florence Irwin McGahey, A.B., Registrar and University Publisher. (*Secretary of the Faculties.*)

The College

James Edward LeRossignol, Dean

Hartley Burr Alexander, Ph.D., Professor of Philosophy. (*Chairman of Department.*)

Leon Emmons Aylsworth, A.M., Professor of Political and Social Science.

Nels August Bengtson, A.M., Professor of Geology and Geography.

Karl Morton Bickel, Lecturer in Advertising.

Ralph Simpson Boots, Ph.D., Assistant Professor of Political and Social Science.

William Charles Brenke, Ph.D., Professor of Mathematics.

Philo Melvin Buck, Jr., A.M., Professor of English and Dean of the College of Arts and Sciences.

Theodore Tunison Bullock, A.M., Assistant Professor of Economics and Business Law.

Roy E. Cochran, A.M., Associate Professor of American History.

Dana Finley Cole, A.M., Assistant Professor of Accounting.

Clara Conklin, A.M., Professor of Modern Languages. (*Chairman of Department.*)

Paul Conner, A.M., Instructor in Economics and Commerce.

George Mark Darlington, B.Sc., Assistant Instructor in Accounting.

Fredrick Thomas Dawson, A.M., Dean of Men, Professor of Physical Education and Athletics (*Chairman of Department*), Director of Athletics and Head Coach of Football.

Carl Christian Engberg, Ph.D., Professor of Applied Mathematics and Executive Dean.

Sidney Erickson, Major Infantry, U. S. A., Professor of Military Science and Tactics and Commandant of Cadets. (*Chairman of Department.*)

Horace Clyde Filley, A.M., Professor of Rural Economics. (*Chairman of Department.*)

Miller Moore Fogg, A.M., Professor of English.

Laurence Fossler, A.M., Professor of Modern Languages.

Earl S. Fullbrook, Ph.D., Assistant Professor of Economics and Commerce.

Meyer Grupp Gaba, Ph.D., Associate Professor of Mathematics.

Amanda Henrietta Heppner, A.M., Dean of Women and Chairman of the Women's Department.

William J. Hiller, A.B., Instructor in the Mathematics of Insurance.

Edgar Lenderson Hinman, Ph.D., Professor of Logic and Metaphysics.

Winifred Florence Hyde, Ph.D., Professor of Psychology.

[1]**Paul Wesley Ivey**, Ph.D., Professor of Marketing.

Guernsey Jones, Ph.D., Professor of English History. (*Chairman of Department of History.*)

John Emmett Kirshman, Ph.D., Associate Professor of Insurance and Finance.

James Thomas Lees, Ph.D., Professor of Greek History and Literature. (*Chairman of Department of Ancient Languages.*)

James Edward LeRossignol, Ph.D., LL.D., Professor of Economics and Commerce, (*Chairman of Department*), Dean of the College of Business Administration.

Clarence Ernest McNeill, A.B., Assistant Professor of Economics.

Oscar Ross Martin, A.M., Professor of Accounting and Business Administration.

Henry Howard Marvin, Ph.D., Professor of Theoretical Physics. (*Chairman of Department of Physics.*)

---

[1]Absent on leave.

Harry Wardell Pike, B.Sc. in B.A., Assistant Instructor in Accounting and Commerce.

Raymond John Pool, Ph.D., Professor of Botany. (*Chairman of Department.*)

John Owen Rankin, A.M., Associate Professor of Rural Economics.

Albert Alison Reed, A.M., Inspector of Accredited Schools, Professor of Secondary Education, Director of University Extension Division.

Charles Augustus Robbins, Ph.M., LL.B., Professor of Law.

Robert Douglas Scott, A.M., Associate Professor of Modern English Drama.

William Elmer Sealock, Ph.D., Dean of the Teachers College and Professor of History and Principles of Education. (*Chairman of Department.*)

[1]**John Peter Senning,** A.B., Associate Professor of Political and Social Science.

Lucius Adelno Sherman, Ph.D., LL.D., Dean of the Graduate College and Professor of English Language and Literature. (*Chairman of Department of English.*)

Charles William Taylor, A.B., Principal of Teachers College High School and Professor of School Administration. (*Chairman of Department.*)

William George Langworthy Taylor, A.B., LL.D., Professor Emeritus of Economics.

Fred Wilbert Upson, Ph.D., Professor of Chemistry. (*Chairman of Department.*)

George Olien Virtue, Ph.D., Professor of Economics and Public Finance.

Jacob Warshaw, Ph.D., Professor of Modern Languages.

Maurice Harley Weseen, A.M., Assistant Professor of English.

Hattie Plum Williams, Ph.D., Associate Professor of Practical Sociology. (*Chairman of Department of Political Science and Sociology.*)

Robert Henry Wolcott, A.M., M.D., Professor of Zoology. (*Chairman of Department.*)

French Eugene Wolfe, Ph.D., Professor of Statistics and Business Research.

---

[1]Absent on leave.

Scholars

Paul A. Anderson, William Gold Scholar in Business Research.
Robert P. Eastwood, O. J. Fee Scholar in Business Research.
Joseph G. Knapp, H. E. Sidles Scholar in Business Research.
Nancy V. Pennoyer, Miller and Paine Scholar in Business Research.
Clifford D. Spangler, C. H. Rudge Scholar in Business Research.

Standing Committees

Course of Study—Professors LeRossignol (chairman), Bengtson, Fullbrook, Kirshman, Martin, Reed, Virtue and the Executive Dean.

Business Research—Professors Wolfe (chairman), Martin, Cole.

Employment—Professors Bullock (chairman), McNeill, Mr. Conner.

Advanced Standing—The Chancellor, the Dean and the Inspector of Accredited Schools.

Scholarships—Professor Virtue (chairman), Professors Wolfe, Kirshman.

Registration and Assignment of Classes—Mr. Pike (chairman), Mr. Conner, Mr. Darlington.

GENERAL INFORMATION CONCERNING THE UNIVERSITY

Admission to the Undergraduate Colleges of the University

Credentials which are accepted toward admission to the University become the property of the University and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed at least two months before the beginning of any semester or session to insure prompt attention. Attention to this request will save applicants much inconvenience.

Admission to the University is gained only thru matriculation in one of the ten colleges, (the school of Fine Arts is included in the College of Arts and Sciences).

Admission may be (1) to freshman standing, (2) to advanced standing and (3) as adult special students.

The requirements for admission to each of the colleges vary only in a small degree except in the case of the College of Law, the College of Medicine and the College of Dentistry.

For full admission to freshman standing applicants must present 30 entrance points, for conditional admission a minimum of 28 entrance points. (An *entrance point* indicates the work of five recitations a week, of 40 to 50 minutes each, for at least eighteen weeks. In laboratory courses an entrance point indicates three recitations and two double periods of laboratory work each week for at least eighteen weeks. In laboratory courses without recitation, an entrance point is the equivalent of fifteen single periods each week.)

Students admitted conditionally must remove the conditions at the earliest possible opportunity. Degrees will not be granted until such conditions are removed.

Admission by Certificate

Admission may be had by certificate (a) from the secondary schools on the accredited list of the University and (b) from the secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank.

Applicants for admission, who are graduates from secondary schools accredited to the University, must file their "entrance cards" with the Registrar or indicate the name of the school and the year of graduation.

Applicants, who are not graduates but enter from secondary schools accredited to the University, must secure and file with the Registrar an officially certified record showing the length of time of attendance,

the length of each course in weeks, the number of recitations per week, the length of recitations and grade secured, and also a recommendation from the Superintendent or Principal that the applicant be admitted before graduation.

Applicants from secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank, must secure and file with the Registrar an officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations per week, the length of recitations and the grade secured, and also whether or not the applicant is a graduate. *Graduates of the University Preparatory Course of the School of Agriculture* are admitted to full freshman standing in the College of Agriculture.

Admission by Examination

All applicants, other than those mentioned above, for admission to the University are required to take entrance examinations. The High School Inspector holds such examinations during the entire week in which registration occurs.

Entrance Subjects

For admission to freshman standing credit in the following subjects to the amount indicated must be presented:

Required Subjects		Points
English		6
Language (foreign) (a)	4 to 6	10
Mathematics (algebra and geometry) (a)	6 to 4	
History (European)		2
Science (laboratory) (b)		2
Elective Subjects		
Other subjects taught in an approved manner in an accredited secondary school		10
Total		30

(a) Language and mathematics—

College of Agriculture—Ten points of foreign language and of mathematics are recommended with a minimum of four points in language, two in algebra and two in geometry, but additional English, history or laboratory science may be offered in place of foreign language.

College of Arts and Sciences—Ten points of foreign language and of mathematics are required with a minimum of four points in language, two in algebra and two in geometry. In the Academic-Medical course Greek or Latin is recommended.

College of Engineering—Three points of algebra and two points of geometry are required. Additional English, history or laboratory science may be offered in place of foreign language.

College of Law—Same as for the College of Arts and Sciences, and in addition sixty college hours of academic work are required.

College of Business Administration—Same as for the College of Agriculture.

College of Dentistry—Same as for the College of Arts and Sciences, and in addition thirty college hours of academic work including chemistry 6 hours, biology 6 hours and English 6 hours are required.

College of Medicine—Same as for the College of Arts and Sciences, except that Greek or Latin is recommended, and in addition sixty college hours of academic work, including chemistry 12 hours, four of which shall be organic; English 6 hours; physics 8 hours; zoology 8 hours.

College of Pharmacy—Same as for the College of Arts and Sciences.

Teachers College—B.Sc. in Educ., same as for the College of Agriculture; A.B. in Education, same as for the College of Arts and Sciences.

(b) Science—

College of Agriculture—Both physics and chemistry are desirable, but a full year of either physics or chemistry should be offered. Students offering only a half year of either cannot continue their study in the College without registering for the elementary course.

College of Engineering—Two points of physics are required and two points of chemistry are desirable.

College of Dentistry—Same as for the College of Engineering.

Admission to Advanced Standing

Applicants for admission from other universities or colleges must file with the Registrar (1) *a letter of honorable dismissal;* (2) *an officially certified statement of the college work already accomplished* showing the length of time in attendance, the length of each course in weeks, the number of recitations or lectures per week, the length of recitation or lecture, the amount of time per week in laboratory courses and the grade secured; (3) *an officially certified record of the secondary school work* satisfying the admission requirements of that College of the University which they seek to enter.

Full credit is given for work completed at institutions which maintain standards of admission and graduation equal to those of this University. Credits submitted from schools that do not have such standards are scaled or adjusted in proportion to the character and standing of such institutions. At least 30 of the last 36 hours required for the Bachelor's degree from this university must be carried therein and the student must be registered in that college of this university which recommends the granting of the degree.

Advanced credit, in addition to that presented when admission is granted, must be submitted for approval within one year from date of matriculation.

College credit is given for work done in a secondary school only upon examination and then for a maximum of nine hours elective credit, and only in chemistry, Greek, mechanical drawing, solid geometry, trigonometry, third and fourth year German, French and

Latin and fourth year English. To receive college credit for such work, application must be made at the time of first registration in the University and the examination must be taken by the end of the first semester.

Admission as "Adult Special" Students

Persons at least 21 years of age who *cannot* fulfill the regular admission requirements for freshman standing, but who present an equivalent academic training, or who have otherwise acquired adequate preparation for collegiate courses, may be admitted to the University as "Adult Specials". Such admission shall be approved by the Dean of the College which applicant desires to enter. Adult specials are subject to the same regulations as regular students in respect to military science or physical training or eventual graduation requirements.

Requirements for Graduation—General Statement

To obtain a Bachelor's Degree in any of the colleges of the University, except in Dentistry, Law and Medicine, the student must complete and have credit for a minimum of 125 "credit hours". At least eighty per cent of the student's work must be of a grade of seventy or more to count toward graduation. No student is recommended for a degree who has not been reported as within 18 hours of this requirement at the beginning of his last semester. Other rules apply to the Colleges of Medicine, Law and Dentistry.

A "credit hour" represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitation, preparation or laboratory.

The Summer Session

The summer session of the University of Nebraska is planned to offer unusual opportunities to the teachers of the state as well as to serve the needs of regular students who desire to shorten their collegiate course. The great increase in attendance in recent years has justified adding new departments and increasing the number of courses in other departments already represented. At present, the regular Summer Session extends over a period of twelve weeks divided into two terms of six weeks each, giving a maximum credit of six (6) hours for each term. Courses offered in the Teachers College High School give entrance credit only.

RULES AND REGULATIONS GOVERNING STUDENTS

The proper University authorities have established certain definite rules and regulations for the government of student conduct and activities within the University. Each student is expected to familiarize himself with these rules and is held responsible for compliance with their provisions. These rules and regulations are as follows:

Registration

1. A candidate for admission to any of the colleges or schools of the University must forward his entrance credentials to the Registrar. This should be done at least two months in advance of the opening of the semester. Credentials submitted for evaluation become the property of the University and are retained in our permanent file as the basis on which statement of standing is given. On receipt and evaluation of the credentials the candidate will be informed of his standing and as soon as possible definite instructions regarding the various steps in registering will be mailed in order that the candidate may know in advance just what will be required of him when he presents himself for registration. Upon arrival at the University the candidate presents himself at the Registrar's office, Administration Hall 103, or elsewhere as directed for instruction regarding registration. Registration is governed by certain regulations and restrictions in each College and School of the University, and those of the College the candidate expects to enter should be studied carefully before the work of registration is undertaken.

2. Each student should register at the Registrar's office at the beginning of each semester on one of the days set apart for registration. To promote prompt registration a fee of three dollars ($3.00) is charged a student, who, unless permitted to do so by the Dean, for any reason seeks to register later. A fee of one dollar ($1.00) is charged for any re-registration which is made necessary by the student's fault. Any change whatever in registration once made, dropping or adding a study, is regarded as a re-registration.

3. All fees must be paid to the Bursar before the registration is complete.

4. First or second year students (freshman or sophomore) may not register for more than five subjects (exclusive of drill or physical training). First year students may not register for more than 17 credit hours. Students above first year who have attained an average grade of 80 per cent during the previous year may register for a maximum of 18 credit hours. Credit is not given for work in excess of the maximum of 18 hours a semester, or for work pur-

sued without registration at the time when pursuing the same. First or second year students may not register for more than one one-hour course (exclusive of drill and physical training) in any one semester; and third or fourth year students may not register for more than two one-hour courses in one semester.

5. A student who fails in a required subject must register for that subject again the first time it is offered. A student who is conditioned ("C") or incomplete ("I") in a subject must remove the condition or incomplete by the end of the first semester in which that subject is again offered, or it becomes a failure.

6. A student cannot attend a class for which he is not registered. The official certificate of registration, signed by the Registrar, is the only evidence of registration to be accepted from the student by an instructor. Credit is not granted for a subject pursued without registration.

7. Students are not allowed to change from one group of studies to another or from one college to another without written permission from the Dean of each College concerned. A student changing college must also pay a new matriculation fee of five dollars ($5.00), and must meet the graduation requirements in force at the time of matriculation in the other College.

8. A student who, by virtue of special circumstances, is allowed to register for less than the minimum twelve (12) hours required of regular students, receives this permission from his Dean only for such time as the special conditions continue. Persons are not allowed to abuse the privilege of registering as special students to secure merely nominal membership in the University, either for social purposes or for any other reason.

9. Every detail of registration and record from the time the student leaves the high school until he graduates from the University, together with the interpretation of all the rules relating thereto and the publication of the same, are under the supervision of the Registrar, who is responsible directly to the Chancellor.

Military Science and Physical Training

10. Each undergraduate man in the University proper is required to receive military instruction during four semesters. Excuses from this requirement are granted only on the grounds of conscientious scruples, physical disability or other reasons equally valid. Such excuses shall be granted only upon written application to the Commandant of Cadets, in whom shall be vested the power to decide such cases. Such decisions may be appealed to the Executive Dean only on pre-

sentation by the student of a written statement from the commandant, containing the facts in the case and the reason for refusing to grant the excuse.

New students entering with 30 hours of advanced credit are excused from one year of Military Science (men) or Physical Education (women). Those entering with 60 hours are excused from both years of Military Science or Physical Education. Students over 25 years of age, and those taking not to exceed six hours in the University, are excused from drill and Physical Education. Military Science is not required from non-matriculated students attending the "short courses". A student who has started in Military Science must complete the basic course unless properly excused by the Commandant of Cadets.

11. Those excused from Military Science, because of religious scruples, are required to do work in Physical Education equivalent in amount. Unless the student is excused or reprieved, this requirement must be fulfilled in the freshman and sophomore years. A student excused from this requirement (whatever the reason) must still, in order to graduate, obtain the full number of hours credit required of other candidates for the degree sought. Thoro drill elsewhere than at the University when given under an army officer detailed as Professor of Military Science and Tactics, may, as in the case of any other study, on evaluation, be credited to a student in lieu of a like amount of military science at the University.

12. Regular attendance is required at all recitations, laboratory and field work.

13. Temporary leave of absence may be granted a student by the Dean of his college, the Dean of Women or the Dean of Men. This leave of absence is not an excuse from any work. Students not previously excused shall make request for excuse for absence within two weeks after the absence ceases.

14. Each unexcused absence in any subject may, in the discretion of the instructor, deduct three points from the student's semester grade in that subject.

(Other rules and regulations governing students are to be found in the general catalog of the University.)

Medical Advice and Service

The University maintains a department of medical advice and any student needing this should report at once to the physician in charge. The medical dispensary is located in the building of the College of Pharmacy. Medical advice and dispensary service are free to all students of the University; drugs and medical supplies are furnished

at cost. Inasmuch as this service is maintained without profit, but solely for the benefit of the student, the University cannot be held responsible for unforeseen or unexpected results. The chief function of the physician in charge is to act in a general advisory capacity, to look after minor injuries requiring immediate treatment, and to detect incipient ailments which may be a menace to the student's own health or to the health of others.

FEES AND EXPENSES

The incidental and matriculation fees will not be refunded in any case except when charged thru official error. Laboratory or college fees or any portion thereof will not be refunded to a student after the beginning of the fourth week from the date of his registration, and refund will be made only upon written application to the Registrar, stating reasons and approved by the chairman of the department concerned, presented at the time of withdrawal from class or from the University together with the receipt for fees issued by the Bursar. Except in extraordinary cases not more than one-third of the laboratory fees will be refunded after the student has attended the laboratory.

The Bursar does not cash personal checks for accommodation. A check on the personal account of the student will be received when written for the amount of fees only; the check of a student other than the one to whom receipt is issued will not be accepted. Bank checks accepted in payment of fees will be presented under banking rules and if not honored at once the receipt issued to the student will be cancelled immediately.

Parents or guardians are advised to write their checks for student fees separately from those for other expenses of the student; if this is not done the student should deposit his home check in a local bank and give his own check for the amount of fees only. Misapprehension as to the amounts charged for fees is thereby avoided.

The following fees are those charged last year in the College of Business Administration and are subject to change in accordance with later action on the part of the legislature or the board of regents.

Matriculation (payable on entering each college).....$5.00

Being statutory, this fee cannot be refunded except when collected in error. It is also charged any student changing membership from one College to another.

Incidental, each semester..... 5.00
Late registration (after registration days)..... 3.00

Re-registration (including change of registration)	1.00
Special examination, each course	1.00
Diploma (undergraduate)	5.00
Diploma, in absentia (undergraduate)	15.00
Certificate	2.00
Laboratory fees, in science subjects elected from the College of Arts and Sciences, each	1.00-10.00

GENERAL INFORMATION CONCERNING THE COLLEGE OF BUSINESS ADMINISTRATION

(Confers the degree of Bachelor of Science in Business Administration.)

Organization and Purpose—The School of Commerce was created by action of the Board of Regents in May, 1913, as a part of the College of Arts and Sciences, and, in 1919, by act of the State Legislature, it was transformed into the College of Business Administration. Its object is to provide for students preparing for business or similar lines of work, vocational training suited to their needs. Business is now, in its higher forms, as much a learned profession as theology, law, medicine, engineering, agriculture and other difficult and complicated arts, and demands of those who would rise from the ranks a thoro, scientific and practical training. Practical training is obtained chiefly in actual business experience, but theoretical and scientific education, with the broad view and large grasp so essential to the highest success, can best be obtained in the University.

Many occupations are open to those who have had such preparation. There is a large and increasing demand for highly efficient men and women in accounting, banking, insurance, journalism, transportation, manufacturing, domestic and foreign commerce; for experts in the Public Service, especially with the Federal Trade Commission, the Department of Labor and the Consular Service; and for teachers of economics and business in high schools and colleges. In fact, it is hard to mention any field of business activity in which the demand for efficient service does not far exceed the supply. It is a question of the supply of officers for the industrial army and those who aspire to places of trust must first go thru a long and arduous course of training.

GENERAL STATEMENTS

Building and Equipment—The College of Business Administration has commodious quarters in the new Social Science Hall, with the usual class-rooms and offices, a reference library, a very large accounting laboratory and a statistical laboratory, equipped with calculating machines for the classes in insurance, advanced accounting and statistics. The general University library, with the special libraries of the various colleges and departments, offers excellent facilities for study and research.

Ccurses for Professional Economists—Students wishing to become teachers of Economics and Business in colleges and universities, or research economists in financial or industrial concerns, or preparing for the Public Service, should consult with the Dean and other members of the Faculty as to the best preparation for such work. In general, it may be said that professional economists require as a basis for their more special studies a considerable knowledge of English, Mathematics, European and American History, Foreign Languages, Physical Science, Political Science, Sociology, Philosophy and Law. In order to obtain this broad foundation students should take not more than a Major (18-30 hours) in Economics during their college course and should postpone some of their economic studies until their graduate year. A student cannot thoroly prepare himself for this work without a full college course of four years and a graduate course of three years leading to the Doctor's degree.

Scholarships—Thru the generosity of Nebraska business men and women, a number of scholarships in economics and business research, of the annual value of $500 each, are offered to graduate students. The scholarships are intended primarily for graduates of the University of Nebraska, but are open to candidates from other universities in exceptional cases. Applications should be filed with the chairman of the Committee on Scholarships before April 15th.

Business Research—Opportunity is given to senior students and graduates to take part in the work of the Committee on Business Research under the direction of the chairman of that committee. Research may be carried on in other lines in the economic seminar under the direction of various members of the Faculty.

Accountancy—The courses in accountancy have been designed to meet the needs of three classes of students: those who wish to become business executives, those who wish to become professional accountants and those who wish to become teachers of commercial subjects. The university is especially fitted to give the broad training essential to those entering the field of public accountancy and the work has been so arranged as to meet all the requirements, aside from the required practical experience, of the examinations for the degree of Certified Public Accountant in the State of Nebraska and in other states.

Government Service—Students preparing for positions with the Federal Trade Commission, the Internal Revenue Service, the Interstate Commerce Commission, the Department of Labor, the Department of Commerce, the Department of State and other government departments, should consult with the Dean or the Chairman of the

Employment Committee as to their course of study. In general, those preparing for government service at home should have a thoro training in economics, accounting, statistics and political science.

Consular and Diplomatic Service—The Consular Service is chiefly concerned with the foreign trade of the United States, while the Diplomatic Service has to do with political relations, yet they have much in common. Candidates for the Consular Service are examined in modern languages, political and commercial geography, economic resources of the United States, political economy, American history and government, modern history, international law and maritime and commercial law. Students preparing for the Diplomatic Service should consult the Chairman of the Department of Political Science.

Municipal and Corporate Management—In preparation for work of this character students should give special attention to accountancy, business law, business organization, public finance, corporation finance, statistics, marketing and labor problems.

Foreign Trade—The courses in foreign trade and trade policies are supplemented by the courses in business law, international law, foreign relations and diplomacy. Students interested in Latin American trade will find special courses that will serve their needs in the departments of Modern Languages, Geography, Political Science and History.

Commercial and Investment Banking—Students preparing for work in banks or investment companies should have a broad training in business subjects, and a more special knowledge of accounting, theoretical and practical banking, corporation finance, investments, the money market and business law. Certain courses in geography and agriculture will be found useful, especially for country bankers, while those intending to practice banking abroad should follow the courses recommended for foreign trade.

Real Estate—For this line of work a general business training is desirable, together with a more special study of business law, insurance, investments, economic geography, soils and some special courses in architectural engineering.

Insurance—Actuarial work in life insurance, rating in fire insurance, special agency work and administrative positions in home offices are among the many branches of insurance calling for men trained to fill them. Students will find a knowledge of economics, law, finance, investment, statistics, salesmanship and the mathematics of insurance almost indispensable for this work. Practice in the use of calculating machines may be had in the statistical laboratory.

Secretarial Work—For this work, which is especially suited to business women, a thoro command of English is perhaps the most essential requisite, and a knowledge of books, magazines, reports and other sources of information is also very desirable. Shorthand, typewriting, accounting, banking, finance, business law and business organization are among the subjects recommended for a course of training going beyond mere office routine.

Chamber of Commerce Secretarial Service—Chambers of Commerce in towns and cities all over the country are endeavoring to better the communities in which they are located. In order to accomplish this desirable end, trained organizers with special business training and experience are demanded. A knowledge of transportation, advertising, retailing, manufacturing, town surveys, industrial promotion, trade extension, charities and municipal government will be a great help to the chamber of commerce secretary in coping with the many complicated problems that are presented to him for solution.

Educational Directorship—Large retail stores, banks and other institutions of a similar character are beginning to realize the necessity of education for their employees. The officials of such concerns do not have the time nor the training to develop their organizations into effective working units. An opportunity exists in these for men and women of comprehensive business knowledge and a sympathetic personality who will train the employees in the technique of their profession, as well as eliminate friction between the different departments of the organization. The possibilities in this field are unlimited and thus far have only been touched.

Personnel Management—Closely related to the foregoing are the personnel departments that have been established in recent years in many large concerns to have charge of the employment and discharge of workers, reduction of labor turnover, welfare work, and the establishment and maintenance of harmonious relations between employers and employees. Students preparing for this sort of work should give special attention to the courses in business organization, labor problems, methods of industrial peace, socialism, psychology and sociology.

Sales Organization and Management—The pressure of production on markets is compelling manufacturers to organize sales departments rather than to market their goods thru customary channels. Training for sales management is secured thru courses in marketing, advertising, salesmanship, accounting, business organization and management and the broad field of work with which these courses are correlated.

Merchandising—For the student who desires to enter either wholesale or retail merchandising, the following basic courses are provided: transportation, insurance, investments, money and banking, business law, accounting, business organization and management, marketing, merchandising, advertising, salesmanship and sales-management. These courses, representing different phases of economic activity, are inter-related and have a direct bearing on present-day developments in the marketing of manufactured goods.

Advertising—This rapidly expanding field has extensive possibilities for both men and women. The narrow copy-writer is gradually being displaced by the more versatile. A liberal training in business and allied subjects gives the background necessary for effective copy-writing, as well as the ability to comprehend business organization, which is so necessary for the advertising manager.

Commercial Engineering—Because of the increasing demand for engineers of business training and experience, the College of Engineering, in cooperation with the College of Business Administration, offers a fifth year of work additional to the four-year engineering groups. The completion of this fifth year of work entitles the engineering graduate to the degree of Bachelor of Science in Commercial Engineering.

Engineering for Business Students—Students who expect to be connected with manufacturing, railways, ships, telegraph and telephone companies, mining, irrigation or other lines of business involving engineering of one kind or another, will find certain courses in the College of Engineering of great value to them. For this purpose the following courses have been suggested: shop work, properties and strength of materials, drawing and machinery analysis, applied mechanics, including hydraulics, and certain courses in mechanical and electrical engineering, amounting in all to about 30 semester hours. Students should consult the Dean of the College of Engineering for further information and advice.

Law—As a certain knowledge of law is an important part of a business training, most students will find the courses in business law (161, 162 and 164) well suited to their needs, but those who wish may substitute for these contracts, property and other courses in the College of Law. In fact, they may take as much as a year's work in law as "approved electives". Students preparing for the legal profession may take their first two years in the College of Business Administration and should consult the Dean of the College of Law about their work.

Agriculture—As farmers are a class of business men, students in the College of Agriculture will find certain courses in the College

of Business Administration very useful to them, especially principles of economics, accounting, marketing, advertising, salesmanship, business law, business organization, railway transportation and public finance. Conversely, students in the College of Business Administration who expect to live in rural communities should take certain courses in the College of Agriculture, especially in the Department of Rural Economics.

Elective Courses—It should be noted that in the regular four-year course of study required of all candidates for the degree of Bachelor of Science in Business Administration, there are about 30 hours of "approved electives". This arrangement enables a student to specialize along any of the lines indicated above, or, if he prefers, to broaden his general knowledge by taking work in English, history, political science, philosophy or other essentials of a liberal education.

Courses for High School Teachers—Students in the College of Business Administration may, upon graduation, secure the First Grade State Certificate, by meeting the additional requirements of the Teachers College. Ordinarily, students preparing to teach commercial subjects are advised to take introductory economics and principles of economics, accounting and business law, with additional subjects according to special needs.

Shorthand and Typewriting—As teachers of Business usually need a knowledge of shorthand and typewriting, students should, if possible, acquire the elements of these subjects before entering the College of Business Administration. For the benefit of those who have not had this preparatory training, courses in shorthand and typewriting are given in the Teachers College, for which limited credit is allowed.

Committee on Employment—As the College of Business Administration is constantly receiving calls for persons with University training to fill administrative positions in business concerns of all kinds and to serve as teachers of commercial subjects in high schools and colleges, a special committee of the faculty has been appointed to assist students in securing desirable positions upon graduation, as well as to keep such students informed of positions after graduation.

The University Commercial Clubs—The University Commercial Club is an organization of students which seeks to occupy a place in the University similar in many respects to that of commercial clubs in their respective localities. Regular meetings are held once a week. All men registered in the College of Business Administration are eligible to membership.

The Women's Division of the University Commercial Club is open to women taking courses in economics and business and thru associate membership to all women preparing for work outside of the home. One object of the club is to furnish information thru lectures and papers as to openings for women in all lines of work. Meetings are held every two weeks.

Alpha Kappa Psi is a national professional fraternity organized to foster scientific research in the fields of Commerce, Accounts and Finance.

Phi Beta Kappa—Graduates of the College of Business Administration are eligible for election to Phi Beta Kappa provided they have fulfilled the requirements of the College of Arts and Sciences, which differ but slightly from those of this College.

Special Lectures—In connection with many of the courses and with the meetings of the University Commercial Club, business men of Lincoln, Omaha and other parts of the state have been invited to give special lectures on the more practical side of the work, such as practical banking, insurance, advertising, salesmanship, special problems in private and public accounting. In this way the more theoretical work of the class room is brought into close relation with the more practical aspects of business life.

ORDER OF SUBJECTS PRESCRIBED FOR GRADUATION

FIRST YEAR

	First Semester Hours	Second Semester Hours
English 1, 2	2	2
Military Science (Men) or Physical Education 51, 52 (Women)	1	1
Foreign Language[1]	3–5	3–5
Mathematics[2] or Science	3	3
Economics 3, 4 or Geography 71, 72	2	2
Economics 5, 6	3	3
Approved Electives	2–0	2–0
	16	16

[1]Students who have had two years of a single foreign language are required to take six hours of the same language, or they may take ten hours of some other foreign language.

[2]Students must take six hours of mathematics and six hours of one science, or twelve hours of science. They may select their science subjects from the following list: chemistry, physics, zoology, botany, general physiology, bacteriology or geology. Students are strongly advised to take both mathematics and science, and to take mathematics in the first year. They should normally take Mathematics 11 in the first semester and Course 12 or 40 in the second semester. Course 40 is prerequisite to Course 140.

SECOND YEAR

English 11, 12 (or other approved courses)	3	3
Military Science (Men) or Physical Education 53, 54 (Women)	1	1
Science or Mathematics	3	3
History[1]	3	3
Economics 11, 12	3	3
Economics 41, 42	2	2
Economics 21, 22 or approved electives	2	2
	17	17

[1]Students are required to take consecutive courses of history in a certain field, European, English or American, as the case may be.

THIRD YEAR

	First Semester Hours	Second Semester Hours
Political Science[2]	3	3
Economics 161, 162	3	3
Economics 129, 130	2	2
Economics 101, Philosophy	3	5
Approved Electives	3	2
	14	15

FOURTH YEAR

Economics 181 or 185 or 171, 108 or 110 or 116	3	3
Economics 105 or 125, 106 or 126	2	2
Approved Electives	10	10
	15	15

[2]Students taking Political Science in their first or second years are advised to take Courses 1 and 2; but juniors and seniors should take Courses 145 and 164 or such other courses as may be agreed upon with their advisers.

Acc

S.

W.

C.

A.

C.

C.

T.

S.

H.

mic

COURSES OF INSTRUCTION

In the following courses a credit hour represents the completion of a total of three hours work per week for one semester, consisting of lectures, recitations, preparation or laboratory.

Economics and Commerce

JUNIOR DIVISION COURSES

3. **Introduction to Economics and Commerce**—Freshman course. A preliminary survey of the subject, designed to give the student a knowledge of the structure and functions of the various business institutions and the essentials of domestic and foreign commerce. Credit 2 hours. First semester.

Mr. Bullock, Mr. Fullbrook, Mr. Conner, Mr. Pike

4. **Introduction to Economics and Commerce**—Course 3 continued. Second semester.

5. **Principles of Accounting**—Introductory course designed to furnish such a knowledge of accounting as will be of value to the business executive and will also serve as a foundation for the work of the professional accountant. Laboratory 3 hours, credit 3. First and second semesters.

Mr. Cole, Mr. Darlington, Mr. Pike

6. **Principles of Accounting**—Course 5 continued. Second semester.

8. **Principles of Accounting**—Open only to Engineers. Laboratory 3 hours, credit 3. Second semester. Mr. Cole

11. **Principles of Economics**—Study of the basic facts and principles of economic life in their application to private and public welfare. Laws of production, exchange, distribution and consumption of wealth. Credit 3 hours. First and second semesters. Mr. Virtue, Mr. Bullock, Mr. McNeill Mr. Fullbrook, Mr. Conner

12. **Principles of Economics**—Course 11 continued. Second semester.

13. **Principles of Economics**—For engineering students only. Credit 3 hours. First and second semesters. Mr. McNeill

21. **Economic History of the United States**—Colonial industries and commerce, with their European background; economics of the revolution; struggle with the mercantile system; history of basic industries to about 1860; financial and tariff legislation. Credit 2 hours. First semester. Mr. Virtue

22. **Economic History of the United States**—Course 21 continued. Westward expansion; land policy and our agricultural development; farmers' movements; evolution of the transportation system; rise of corporations and trusts; the labor problem; American shipping and commerce. Second semester.

41. **Business Administration**—An introductory study of the problems of the business executive as they relate to the different phases of business activity—production, marketing, finance, personnel, risk-bearing. Credit 2 hours. First semester.

Mr. Martin

42. **Business Administration**—Course 41 continued. Second semester.

SENIOR DIVISION COURSES

Prerequisite for all courses: Courses 11 and 12.

101. **Money, Credit and Prices**—Functions of money and credit; monetary systems at home and abroad; inflation; the relation of money and credit to prices; the Federal Reserve System and prices. Credit 3 hours. First semester.

Mr. Kirshman

102. **Banking**—Banking in the United States; management of loans, deposits, reserves; examinations; laws and regulations; daily operations; clearing houses; relation to Federal Reserve System. Credit 3 hours. Second semester.

Mr. Kirshman

105. **Corporation Finance**—Railroad, industrial and public utility corporations; corporate securities; promotion and capitalization; administration of income; consolidations; receivership and reorganization; analysis of corporate reports. Credit 2 hours. First semester. Mr. Kirshman

106. **Corporation Finance**—Course 105 continued. Second semester.

108. **Trust Problems**—Rise and growth of trusts; various types of trusts; federal and state regulation of trusts; commission control; court decisions; economic bases of combinations; proposed remedies. Credit 3 hours. Second semester.

Mr. Bullock

109. **Business Cycles**—Causes and phases of the business cycle; barometers; standard charts; forecasting; volume of production; commodity prices; the role of the banks; relation to investments. Credit 3 hours. Second semester. *(Not offered in 1923-24.)* Mr. Kirshman

110. **Investments**—Economics of investment; safeguarding investment funds; corporate, municipal, government, foreign securities; principles of investment; taxation; the money market; technique of investment; analysis of corporation reports. Credit 3 hours. Second semester. Mr. Kirshman

111. **Fire Insurance**—History and economics of fire insurance; analysis of hazard; determination of the rate; organization of companies and agencies; the standard policy; coinsurance and reinsurance; loss adjustment; finances of companies; public regulation; Nebraska code and practice. Credit 3 hours. First semester.

Mr. Wolfe

112. **Life Insurance**—History of life insurance; insurance administration; governmental control; methods of computing premiums; organization and management of agencies; taxation; comparative study of policy contracts. For the mathematical basis of insurance see Mathematics 42. Credit 3 hours. Second semester.

Mr. Wolfe

116. **Statistics**—Theory, preparation and interpretation of statistics; kinds of averages and their uses; frequency curves; the normal curve of distribution; correlation; accuracy; graphic methods. Laboratory 2 hours, credit 3. First semester.
Mr. Wolfe

120. **Tariff History of the United States**—Relation of the tariff to industry and trade; tariff systems of other countries; protection and free trade; reciprocity agreements; selected industries in relation to tariff legislation; tariff administration. Credit 2 hours. Second semester. *(Not offered in 1923-24.)*
Mr. Virtue

121. **International Trade and Trade Policies**—Historical sketch of modern commerce; recent commercial developments; theory of international trade; commercial policies, mercantilism, free trade, protection; tariff policies of the United States and other important countries; merchant marine. Credit 2 hours. First semester. Mr. Fullbrook

122. **Methods of Foreign Trade**—Export and import methods; promotion of foreign business, export department, commission houses, forwarding agents and other sales agencies; agencies for promoting foreign commerce; consular service; combinations for foreign trade; financing foreign trade. Credit 2 hours. Second semester. Mr. Fullbrook

124. **Financial History of the United States**—Financial operations of the Federal government since 1789; sources of Federal revenue and objects of expenditure; financial management in time of war; the public debt; evolution of monetary and banking systems. Credit 3 hours. Second semester. *(Not offered in 1923-24.)* Mr. Virtue

125. **Railway Economics**—Growth of the railway net; methods of system development; capital and capitalization; railway organization and service; theory of rates; rate structures; state and federal regulation; results of national operation during the war; Act of 1920. Credit 3 hours. First semester. Mr. McNeill

126. **Municipal Industries**—Development in the United States and foreign countries; franchises; organization; service; financial management; valuation of tangible and intangible assets; public regulation of rates and service; public ownership and operation. Credit 3 hours. Second semester. Mr. McNeill

129. **Marketing**—A detailed analysis of the distribution of manufactured products; selling agencies, their organization, function and problems; market analyses; substitutes for the middleman; advertising as a marketing device; special marketing problems. Credit 2 hours. First semester.

130. **Marketing**—Course 129 continued. Trade marks and unfair competition; price policies; costs of marketing; problems of sales management; a brief survey of the marketing of raw materials; critique of present marketing system. Second semester.

131. **Principles of Advertising**—The purpose and function of advertising; psychological problems involved; the physical structure of copy; selecting mediums; testing advertisements; elements of display; principles of form, color, illustration, ornament and type. Credit 2 hours. First semester.

132. **Advertisement Writing**—Assignments given in the formulation of campaigns, writing copy, designing layouts, selecting type, etc., for various kinds of merchandise. Course is conducted in cooperation with various Lincoln business houses. Credit 2 hours. Second semester.

133. **Factory Management**—The executive problems of production: buildings, layout, control of operations, types of executive control, scientific management, wage systems, purchasing and stores, personnel, standardization, accounts and statistics and similar problems. Credit 3 hours. First semester. Mr. Martin

135. **Retail Store Management**—A study of retail store problems as regards accounts and operating expenses; store organization; store location; store layout, equipment and service; purchasing and selling; education and employment; different types of stores and their special problems. Credit 3 hours. Second semester. Mr. Martin

136. **Salesmanship**—Wholesale, specialty and retail salesmanship. A study of different types of customers and their buying motives; the relationships of merchandise; the salesman's personality; the mental law of sale; meeting objections; selling by suggestion; sales campaigns; demonstration sales. Credit 2 hours. Second semester.

151. **Cost Accounting**—Essential features of accounting for manufacturing concerns with particular reference to the securing of unit costs and the application of cost data in plant management. Prerequisite: Courses 5 and 6. Laboratory 3 hours, credit 3. First semester. Mr. Cole

152. **Cost Accounting**—Course 151 continued. Second semester.

153. **Advanced Accounting**—Advanced theory of accounting with practice in the solution of problems selected from C. P. A. examinations. Valuation of assets; capital vs. revenue expenditures; good-will; depreciation; reserves and reserve funds; sinking funds. Prerequisite: Course 6. Credit 3 hours. First semester. Mr. Martin

154. **Advanced Accounting**—Course 153 continued. Realization and liquidation accounts; insolvency accounts; executorship and trustee accounts; governmental accounting; insurance company accounts and similar topics. Second semester.

155. **Auditing**—Duties and responsibilities of an auditor; the methods of conducting various kinds of audits; the preparation of the auditor's report; the auditor's certificate; special problems in the audit of different kinds of business undertakings. Prerequisite: Course 154. Credit 2 hours. First semester. Mr. Martin

161. **Business Law**—Contracts, including mistake, fraud, duress and capacity of parties; sales and mortgages of personal property; bailments. Credit 3 hours. First semester. Mr. Bullock

162. **Business Law**—Course 161 continued. Negotiable instruments; suretyship and guaranty; agency; partnership; private corporations; bankruptcy. Second semester.

164. **Business Law**—Study of the law relating to particular kinds of business. Open to a limited number of senior students. Credit 1 hour. Second semester. Mr. Bullock

171. **Public Finance**—Principles of public finance; public expenditures; financial administration, with special reference to budget procedure; sources of revenue; nature of the taxing power; tax systems of leading countries; the income tax. Credit 3 hours. First semester. Mr. Virtue

172. **Public Finance**—Course 171 continued. Public debts and war finance; state and local taxation; the revenue system of a typical state, Nebraska; movement for tax reform; the single tax; county and municipal finance. Second semester.

181. **Labor Problems**—History of the labor movement in Europe and America; theory of wages; methods of remuneration; migration; rise and fall of wages; labor legislation; labor and the war. Credit 3 hours. First semester. Mr. LeRossignol

182. **Methods of Industrial Peace**—Organization of employers and laborers; strikes and settlement of disputes; trade agreements; voluntary and compulsory arbitration; experience of New Zealand, Australia and Canada. Credit 3 hours. Second semester. *(Not offered in 1923-24.)* Mr. LeRossignol

185. **Socialism**—History of socialistic thought before the French Revolution; utopian theories of Owen, Saint-Simon, Fourier; anarchistic theories of Proudhon and Bakunin; Karl Marx and other German socialists; syndicalism; the I. W. W.; guild socialism; bolshevism. Credit 3 hours. Second semester. Mr. LeRossignol

191. **Advanced Economics**—Review of economic theory, together with a history of economic thought, ancient, medieval and modern; recent economic theories in relation to industrial conditions. Credit 2 or 3 hours. First semester. Mr. LeRossignol

192. **Advanced Economics**—Course 191 continued. Second semester.

201. **Economic Seminar**—Intensive study of selected subjects under the personal direction of members of the Faculty. Reports of investigations by students and Faculty. General discussion and criticism. Open to graduates and other advanced students. Credit 2 or 3 hours. First semester. Mr. LeRossignol, Mr. Wolfe

202. **Economic Seminar**—Course 201 continued. Second semester.

The following courses chosen from several departments of the University include subjects required in the College of Business Administration, as well as recommended electives. Students may elect other approved courses in addition to the college requirements.

English

1. **English Composition**—Instruction and practice in elementary composition. Themes, conferences. Credit 2 hours. First and second semesters.
The Teaching Staff

2. **English Composition**—Course 1 continued. First and second semesters.
(Courses 1 and 2 are required of freshmen in all colleges except as provided in note under English 4.)

3. **English Composition**—Expository writing and kindred forms of expression. Credit 3 hours. First semester. Mr. Frye, Mr. Gass, Miss McPhee

4. **English Composition**—Course 3 continued. Second semester.
(Courses 3 and 4 are required of freshmen with eight points English credit from Omaha, Lincoln, Teachers College High School, York and Beatrice.)

11. **Business English**—Second year course for students in the College of Business Administration only. Prerequisite: Courses 1 and 2, or 3 and 4. Credit 3 hours. First semester. Mr. Weseen

12. **Business English**—Course 11 continued. Second semester.

21. **English Literature**—Introductory course designed to develop a sense of values, and an appreciation of the best in literature. Literary elements and principles, with assisted study of modern poetry and prose. Credit 3 hours. First and second semesters. Mr. Buck, Mr. Stuff, Mr. Scott

22. **English Literature**—Course 21 continued. Literary elements and principles, continued; short story, dramatic monolog and poetry and prose. First and second semesters.

Geography

61. **General Geography**—An introductory course in college geography emphasizing the principles of the subject. Illustrated. Laboratory 3 hours, credit 3. First semester. Mr. Bengtson, Miss Anderson

61a. **General Geography**—Same course as 61 but without laboratory work. Credit 2 hours. First semester.

63. **Geography of the Land**—Covers the elements of physical geography with emphasis on the agricultural and industrial relations. Laboratory 2 or 4 hours. Credit 2 or 3. First semester. Mr. Bengtson

64. **Geography of the United States**—A study of the natural regions of the country. Emphasis placed on resources and industrial development, especially agri-

culture, mining, manufacturing and transportation. Fundamental in interpretation of American history. Fully illustrated. Laboratory 3 hours. Credit 3. Second semester. Mr. Bengtson, Miss Anderson

64a. **Geography of the United States**—Same course as 64 but without laboratory work. Second semester.

71. **Economic Geography**—Covers geographic distribution of the principal mineral resources and the development of industries directly dependent upon them. Special attention given coal, petroleum, natural gas, iron and steel and water power. Illustrated. Credit 2 or 3 hours. First semester. Mr. Bengtson

72. **Economic Geography**—Deals with the non-mineral group, especially the wheat, corn, sugar, cotton, sheep and wool and cattle industries. The geographic factors affecting the trade movements of food and textiles are emphasized. Illustrated. Credit 2 or 3 hours. Second semester. Mr. Bengtson, Miss Anderson

In courses 71 and 72, students registered for 3 hours credit have a three hour laboratory period per week in addition to the lecture and reading assignments given for 2 hours credit.

163. **Geography of Nebraska**—A study of Nebraska emphasizing its natural resources and industrial development. Illustrated. Designed especially for students in the Arts and Sciences and Teachers Colleges. Credit 2 hours. First and second semesters. Miss Anderson

164. **Agricultural Geography of Nebraska**—A study of the fundamental controls—climate, structure, topography, water supplies and soils—affecting the agricultural development of the state. For men students especially interested in agriculture or engineering. Credit 2 hours. Second semester. Mr. Bengtson

Students may elect either course 163 or 164, but cannot receive credit in both.

167. **Geography of Latin America**—Considers physiography, climate, resources and industries of the Latin American countries. Emphasis placed on trade relations. Credit 2 or 3 hours. First semester. Mr. Bengtson

168. **Geography of Europe**—Regional study of the European countries emphasizing relief, climate, resources and industrial development. Special attention to geographic problems made prominent by the Great War. Fundamental in interpretation of European history. Lectures illustrated. Credit 2 or 3 hours. Second semester. Mr. Bengtson

History

3. **Introductory Courses in European History**—(Not more than one of these courses may be taken by any student for credit.)

A. **History of Civilization**—A survey of world history from the earliest times to 1920, including an introduction to historical method. Credit 3 hours. First semester. Mr. Fling

B. **European History to the French Revolution**—A drill upon the essential facts of medieval and early modern history. Text book supplemented by collateral reading. Credit 3 hours. First semester. Miss Pfeiffer

4. **Introductory Courses in European History**—(Not more than one of these courses may be taken by any student for credit.)

A. **History of Civilization**—Course 3A continued. Credit 3 hours. Second semester. Mr. Fling

B. **European History after the French Revolution**—Course 3B continued. Credit 3 hours. Second semester. Miss Pfeiffer

9. **General Survey of American History,** 1607-1829—Especially designed for those who have not had a general survey of American history in the high school. Not open to those who have already covered the field in the advanced period courses. Credit 3 hours. First semester. Mr. Cochran, Miss Reynoldson

10. **General Survey of American History,** 1829-1921—Course 9 continued. Second semester.

150. **Recent and Current American History**—Survey of American history, 1901-22 together with a study of current problems facing the United States. Training in criticism of present-day sources. Prerequisite: Six hours of history, or Course 145 or 149. Credit 3 hours. Second semester. Mr. Cochran

Mathematics

11. **Algebra**—Prerequisite: Four points high school credit. Credit 3 hours. First and second semesters.

12. **Trigonometry**—Prerequisite: Course 11 or proficiency in algebra thru logarithms. Credit 3 hours. First and second semesters.

40. **Theory of Investments**—Interest, annuities, amortization, valuation of bonds, etc. Prerequisite: Course 1 or 11. Credit 3 hours. Second semester. Mr. Brenke

140. **Mathematical Theory of Insurance**—Insurance, mortality, interest, investment, annuities, probabilities, expectation, net premiums, loading, commutation columns, valuation, surplus, state supervision, etc. Prerequisite: Courses 11 and 40. Credit 3 hours. First semester. Mr. Hiller

141. **Mathematical Theory of Insurance**—Prerequisite: Course 140. Credit 3 hours. Second semester. Mr. Hiller

142. **Mathematical Theory of Statistics**—Averages, graphical representation of statistics, frequency curves, correlation, smoothing of statistics, with applications to statistical problems in biology, economics and physics. Prerequisite: Course 2 or 13. Credit 3 hours. First semester.

143. **Mathematical Theory of Statistics**—Course 142 continued. Second semester.

Military Science and Tactics
(Reserve Officers' Training Corps)

Professors of Military Science and Tactics.
Major Sidney Erickson, Infantry, U. S. A.
Captain Robert W. Nix, Jr., Infantry, U. S. A.
Captain James H. Hagan, Infantry, U. S. A.
Captain Butler L. Knight, Infantry, U. S. A.
Captain William G. Murphy, Infantry, U. S. A.
Captain Morris H. Forbes, Infantry, U. S. A.

The courses of instruction in the basic course are as follows:

FIRST YEAR — Instruction Hours[1]

I. Infantry Drill Regulations 65
Principles and methods of instruction in close and extended order to include the school of the company and participation in military ceremonies.

II. Rifle Marksmanship 13
Instruction in the use of the rifle and gallery practice.

III. Scouting and Patrolling 8

IV. Physical Training 8

V. Military Courtesy 2
Fundamental principles of military discipline.

Credit 1 hour per semester.

SECOND YEAR

I. Map Reading and Military Sketching 24

II. Infantry Weapons 26
The bayonet, automatic rifle, hand and rifle grenades.

III. Musketry 24

IV. Command and Leadership 16
Instruction and Practice as non-commissioned officers.

V. Military Hygiene, Sanitation and First Aid 6

Credit 1 hour per semester.

---

[1]By hour is meant the actual time spent in the subject.

Modern Languages

1. **Beginning French**—Grammar, pronunciation, reading. Credit 5 hours. First and second semesters.

2. **Beginning French**—Course 1 continued. Grammar, conversation and reading of such texts as Labiche *Voyage de M. Perrichon*, Hugo *LaClute*, Daudet

Tartarin de Tarascon. Prerequisite: Course 1. Credit 5 hours. First and second semesters.

3. **Second Year French**—Reading of such authors as Daudet, Maupassant, About, France, Loti, Rostand, Augier, Moliere. Prerequisite: Course 2. Credit 3 hours. First and second semesters.

4. **Second Year French**—Course 3 continued. Prerequisite: Course 3. First and second semesters.

51. **Beginning Spanish**—Grammar, conversation and easy readings. Credit 5 hours. First and second semesters.

52. **Beginning Spanish**—Course 51 continued. Reading of such texts as Vital Aza *Zaragueta*, Alarcon *El Capitan Veneno*, Quintero *Dona Clarines*. Prerequisite: Course 51. Credit 5 hours. First and second semesters.

53. **Second Year Spanish**—Modern prose writers, Galdes, Valdes, Echegaray, the Quinteros. First semester.

54. **Second Year Spanish**—Course 53 continued. Second semester.

53a. **Composition and Conversation**—Prerequisite: Course 52. Credit 2 hours. First and second semesters.

54a. **Composition and Conversation**—Course 53a continued. Second semester.

71. **Beginning German**—Careful and thoro study of the fundamentals of the language. Grammar and readings. Credit 5 hours. First semester.
Mr. Fossler, Mr. Alexis

72. **Beginning German**—Grammar and readings continued. Easy composition exercises. Prerequisite: Course 71. Credit 5 hours. First and second semesters.
Mr. Fossler, Mr. Alexis

Philosophy

20. **Elements of Ethics**—Problems of individual and social conduct; the bearing of sound ethical principles upon everyday life. Credit 3 hours. First and second semesters. Mr. Hinman

100. **Introductory Psychology**—Prerequisite to any other senior division or graduate course in psychology offered by the department. Laboratory 4 hours, credit 5. First and second semesters. Miss Hyde

101. **Advanced Psychology**—For students who have completed Course 100 or its equivalent. Credit 2 hours. First semester. Given in alternate years with Course 105. Miss Hyde

102. **Advanced Psychology**—Course 101 continued. Prerequisite: Course 100. Second semester.

110. **Applied Psychology**—The application of the principles and methods of psy-

chology to the problems of individual, social, professional and industrial efficiency. Students with special interests will have the privilege of developing them in a special paper. Prerequisite: Course 100. Credit 2 hours. First and second semesters.
Mr. Lund

151. **History of Philosophy**—Survey of the principal philosophical systems in their development and relation to the political and social conditions of their times. Credit 3 hours. First semester. Mr. Alexander

152. **History of Philosophy**—Course 151 continued. Second semester.

Political Science and Sociology

1. **American Government**—A study of the growth, organization and workings of the National Government. Open to freshmen and sophomores. Credit 3 hours. First and second semesters. Mr. Aylsworth, Mr. Boots, Mr. Sharp

2. **American Government**—Course 1 continued. A study of the growth, organization and workings of state and local governments. Credit 3 hours. First and second semesters.

108. **Poverty and Dependence**—Causes of poverty; principles of prevention and relief; care and training of physically and mentally handicapped thru public and private agencies. Credit 2 hours. First semester. Mrs. Williams

121. **Immigration**—Factors controlling the movement of population; migrating peoples of modern times; immigration policies of various countries compared with the American policy; history of immigration to the United States and effects upon our national life. Credit 2 hours. First semester. Mrs. Williams

133. **Social Origins**—A study of the early life of mankind as revealed in material remains, customs, institutions and beliefs. Credit 3 hours. First semester.
Mr. Webster

134. **Social Origins**—Course 133 continued. Second semester.

141. **British Government and Politics**—A study of British political institutions and problems, both national and imperial, in comparison with our own. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 3 hours. First semester. Mr. Aylsworth

143. **Federal Administration**—A study of the organization and functions of the departments, commissions and bureaus under the President. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 2 hours. First semester. *(Not offered in 1923-24.)* Mr. Senning

144. **State Administration**—A systematic study of the administrative organization and functions of the executive branch of state government. Open to juniors and seniors, and sophomores having had Courses 1 and 2. Credit 2 hours. Second semester. *(Not offered in 1923-24.)* Mr. Senning

145. **Principles of Political Science**—Origin, nature, forms and functions of the state; sovereignty and liberty; citizenship and nationality; constitutions; principles and methods of political organization. Open to juniors and above, and sophomores having had Courses 1 and 2. Credit 3 hours. First semester.

146. **American Political Theory**—Traces the evolution of American political ideas from Colonial times to the present day. Prerequisite: 6 hours of Political Science or 12 hours of History. Credit 3 hours. Second semester. *(Not offered in 1923-24.)*
Mr. Senning

149. **Municipal Government**—Organization and administration of cities of the United States with some European comparisons; growth of cities; city home rule, council and mayor, commission government, city manager plan. Prerequisite: 6 hours of Political Science. Credit 3 hours. First semester. Mr. Boots

150. **Municipal Administration**—A study of the functions of municipalities; cities at work; the problem of efficient service, city planning, health, police, waste disposal, housing, food supply, etc. Text, readings, assignments. Credit 3 hours. Second semester. Mr. Boots

154. **Government and Industry**—A study of the points of contact between private undertakings and governmental authority, mainly descriptive of the purpose, extent, agencies and methods of governmental control of economic, social and industrial activities. Prerequisite: Courses 1 and 2 or junior or senior standing. Credit 2 hours. Second semester. Mr. Boots

157. **International Law**—The basic principles governing the international relations of states in peace. Emphasis is placed on the study of actual cases. Prerequisite: 6 hours of Political Science or of History. Credit 2 hours. First semester.
Mr. Sharp

158. **International Law**—Course 157 continued. Law of war and neutrality. Second semester.

163. **Latin American Political Institutions**—A study of the origin, constitutional development, present political institutions and problems of the republics of Latin America with special reference to their relation to the United States. Open to juniors and seniors only. Credit 3 hours. First semester. Mr. Aylsworth

164. **Social and Economic Legislation**—A consideration of the constitutionality of laws, the public policy prompting legislation and the principles of social and economic progress upon which such legislation is based. Prerequisite: 6 hours of Political Science or of Economics. Credit 3 hours. Second semester. *(Not offered in 1923-24.)* Mr. Senning

170. **Diplomacy: Practice and Control**—The growth, organization and workings of the diplomatic and consular system; showing the character and duties of diplomatic and consular officers; the control of foreign affairs in the United States and the problems of the service. Prerequisite: 6 hours of Political Science or of History. Credit 2 hours. Second semester.

Rural Economics

1. **Farm Documents**—The legal phases of farm business. Contracts, leases, deeds, mortgages, abstracts, negotiable instruments and other legal papers. The Nebraska laws and decisions relating to fences, irrigation, drainage and numerous other farm topics. Open to all except freshmen. Credit 2 hours. First semester.
Mr. Rankin

2. **Farm Accounts**—A practical system of cost accounts for the farmer. Income determined as required by the income tax law. Open to all except freshmen. Laboratory 4 hours, credit 2. Second semester. Mr. Medlar

3. **Farm Organization**—Factors which influence farm profits. Types of farming and their adaptation to different regions, size of the farm unit, capital, labor, systems of land tenure, maintenance of soil fertility, cropping systems, the farmstead, field arrangements. Open to all except freshmen. Laboratory 2 hours, credit 3. First and second semesters. Mr. Medlar

4. **Rural Economics Seminar**—Each student investigates and reports upon some particular problem. Prerequisite: Courses 3, 11 or 16. Credit 1 to 5 hours. Second semester. Mr. Filley, Mr. Rankin, Mr. Medlar

9. **Accounting for Cooperative Enterprises**—A system of accounts for cooperative grain elevators, live stock shipping associations and other cooperative enterprises. Prerequisite: Economics 5 or equivalent. Laboratory 4 hours, credit 2. First semester.

11. **Marketing of Farm Products**—The fundamentals of marketing. Topics studied include cost of marketing, produce exchanges, price quotations, future trading, inspection and grading, methods of sale and transportation. Marketing of cereal crops is studied in detail. Open to juniors and above. Credit 3 hours. First semester.
Mr. Filley

12. **Marketing of Farm Products**—Course 11 continued. Cooperation as utilized in selling farm products and in buying farm supplies. The marketing of live stock and live stock products is studied in the latter part of the semester. Second semester.

16. **Rural Economics**—A study of economic problems which Nebraska farmers must meet; forms of land tenure, rural credit, farm insurance, labor, transportation, taxation. Prerequisite: Economics 11. Required for teachers of agriculture under the Smith-Hughes Act. Credit 3 hours. Second semester. Mr. Rankin

17. **Rural Sociology**—An application of the principles of sociology to Nebraska farm problems; material basis of the farmers' social life, social organization, farm population, health, sanity, morality, politics, churches and schools. Open to juniors and above. Required for teachers of agriculture under the Smith-Hughes Act. Credit 3 hours. First semester. Mr. Rankin

18. **The Rural Community**—A study of the origin and development of the rural community and its present types, organization, institutions, problems and progress.

Related subjects which should be understood by county agents, home demonstration agents and all who would lead or understand rural communities will be given especial attention. Credit 3 hours. Second semester. Mr. Rankin

PRIMARILY FOR GRADUATES

7. **Farm Management Survey**—Field work, tabulation and analysis of data. Field work may be done during vacation. Prerequisite: Courses 3 and 4. Admission by consent of the instructor. Credit 1 to 5 hours. First semester. Mr. Filley

8. **Farm Management Survey**—Course 7 continued. Second semester.